



Closed Circuit Television (CCTV) Surveillance Policy

1. OVERVIEW

This policy is designed to provide notice to employees that CCTV surveillance is in use on site at Colorcorp. CCTV footage will be used to ensure the security of workers and the company such as in instances of theft. CCTV footage may also be used to monitor customer service standards and employee performance, as well as for training purposes

2. OPERATION

The Company acknowledges that most employees perform their duties in a trustworthy manner, however from time to time the Company recognises that employees may breach the terms of their employment contract and Company policies. It is for this reason that CCTV footage may also be used for the surveillance of employee conduct.

CCTV footage will be obtained via static CCTV cameras on site with continuous and ongoing 24 hour recording. The collection of CCTV footage is regulated by law and the Company will aim to ensure that it complies with all respective legislative requirements.

Where surveillance is taking place, cameras will be clearly visible and not hidden in any way. Furthermore, signs will be used to alert both employees and visitors to the areas of the workplace which are under video surveillance.

Footage obtained of employees engaging in behaviour which is unlawful, or otherwise in breach of their employment contract and/or the Company policy may result in disciplinary action, up to and including termination of employment