



Recording Policy

CoWorx Staffing Services are committed to protecting the confidential and proprietary information of their clients and the freedom of its employees to communicate without the fear of being secretly recorded without their consent. Many state laws also prohibit the audio recording of others without the consent of all those participating in the conversation and many clients prohibit smart phones in work areas.

Therefore, in order to maintain confidentiality with all information and records, no person, including but not limited to, CoWorx employees, visitors, clients, vendors, or a representative acting on behalf of CoWorx Staffing, should record conversations of another without his or her prior knowledge and consent. Recordings include audio and/or video, by any means including smart phones.

The devices used to record via audio or video that are prohibited are inclusive of, but are not limited to, phones, voice recorders of any kind, video cameras of any kind, and microphones.

Any individual requesting to record via audio or video any interaction with any persons associated with CoWorx Staffing, will need to inform CoWorx Human Resources of their intention and obtain authorization. CoWorx Staffing reserve the right to refuse such request, in their sole discretion. Furthermore, a CoWorx Staffing employee may refuse to be recorded and at such time may end the conversation if the asking party refuses to speak without a recording device.

CoWorx Staffing and their clients reserve the right to install and use security cameras for the purposes of safety and monitoring worker performance.

However, nothing in this policy is intended to prevent CoWorx employees from making recordings for concerted activity purposes or as otherwise protected by law.

A violation of this policy may result in disciplinary action, up to and including termination.