



Lubricar, Inc. management reserves the right to record and monitor employees during work hours using on-site wireless local area networks and digital recorders for business purposes only. Business purposes include safety, security and productivity concerns associated with the organization mission and objectives. Employees will be clearly told when and where they will be monitored via e-mail, phone, or direct verbal communication. If management determines that employees need to change their behaviors based on location monitoring information, management will notify employees within a reasonable time and recommend behavior changes or discipline based on the organizations discipline policy and objectives. Discipline may include verbal warnings, corrective actions and termination based on the nature of the offense. The information will be stored in a secure location for up to three years. Only individuals authorized by management may access the data. Management will annually review location monitoring policies and procedures to ensure compliance with the organization policies and objectives. The review process may include the analysis of the data collected employee and supervisor opinions or other information.

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Employee Signature

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Date