

GPS Tracking Policy

Where employees are required to travel for their role, a company car and a GPS device will be provided for work usage.

This policy applies to all employees of **COMPANY** who have been provided with a company vehicle that includes a GPS device.

Objectives:

The GPS device is fitted with a tracking system that will allow the company to record the vehicle location, route taken, time spent at each stop and the speed of the vehicle.

The company also always reserves the right to monitor the geographical location of vehicles **during working hours / at all times**.

Usage:

This information will be tracked during working hours only. A privacy switch has been fitted within the tracking system to enable you to disable the tracking device outside of working hours.

Or

The vehicle is tracked at all times. The company will not actively monitor the movements of the vehicle but reserves the right to review records where there is a genuine concern about the usage rate of the vehicle.

Purpose:

Information collected will be for the use of ensuring employee safety, increasing employee efficiency maintaining accurate timekeeping records and monitoring employee location during working hours. Employees, therefore, should have no expectation of privacy for their physical location during their specified work hours.

Breaches of the policy

Breaches of this policy include, but are not limited to:

- Disabling or interfering with the privacy switch during working hours
- Attempting to modify records collected in any way

Employees must not disable or interfere with the tracking system in any way during their normal working hours. Disabling or interfering with the privacy switch during working hours will be considered to be an act of misconduct and could result in disciplinary action, up to and including dismissal.

Complaints:

Any complaints relating to the usage of a GPS tracking system should be addressed to the Chief Executive in the first instance.