Chapter 14

Activity 14-2 Improving Your Reading Skills

**Directions:** Read the passage below and focus on the content. After you have read the passage, key the answers to the activities that follow in the space provided.

WORKPLACE PRIVACY

The XYZ Company provides communication services and equipment necessary to promote the efficient conduct of Company business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Company’s information systems are the Company’s property and no expectation of privacy regarding these communications and business equipment should be assumed. To ensure the proper use of communications systems and business equipment, the Company may monitor the use of these systems and equipment and review or inspect all material stored therein from time to time. No communications are guaranteed to be private or confidential.

Software and Business Equipment

The Company discourages personal, nonbusiness-related use of its software and business equipment, including, but not limited to facsimiles, computers, and copy machines. Employees are prohibited from using codes, accessing files, or retrieving any stored communications without prior authorization from the employees’ supervisors or the Information Technology Department.

Employees must be aware of the possibility that electronic messages believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Company. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with the Information Technology Department to guarantee that information deleted is truly eliminated from the system.

Passwords

No employee may use a pass code unknown to the Company. The use of passwords assigned to the employee is *not* grounds for an employee to claim privacy rights in the electronic or communications systems. The Company reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the Company to allow access to the systems.

Photographs and Video and Voice Recordings

No employee may take a photo or make a recording of any type of coworkers or business associates without the subject’s knowledge. No employee may take photos or make a recording of any type of Company property or proprietary information without permission of the Company president.

Use of Copyrighted Materials

Employees are prohibited from disseminating, printing, or copying copyrighted materials or in any other way violating copyright laws. The electronic posting of copyrighted information is also prohibited, unless the Company or the employee created the information or owns the rights to it.

Reading Questions

1. Why do you think that employers issue policies about workplace privacy?

<<Place Answer Here>>

2. What is the policy concerning passwords for this company?

<<Place Answer Here>>

3. Are employees permitted to distribute copyrighted material belonging to someone else?

<<Place Answer Here>>