



Department:	Security		
Subject:	Surreptitious Recording Policy	Policy No:	SE-100-05
Effective Date:	2/9/2018	Revised Date:	N/A

Surreptitious Recordings Policy

Surreptitiously recording communications in the workplace inhibits a trusting work environment and is inconsistent with NANA’s core value that all employees will be treated with dignity and respect. For this reason, the following policy will apply to all employees at NMS. Any violations of this policy will result in disciplinary action up to and including termination.

No employee may record the conversation of another under any circumstance unless the recording is done with the full knowledge of all participants to the conversation and the opportunity is given for anyone else to the conversation to also record should they choose to do so. Secret recordings are prohibited unless authorized in writing by legal counsel.

Revision Log

Revision Date	Authority	Custodian	Revision Details
2/9/2018	Myron Fanning – Director of Security	Dawn Kimberlin—VP Marketing Communications	Original

Authorization

This policy has been approved by the NMS President.

Signature on file

Matthew W. Daggett, President

Date