

PHOTOGRAPHY, AUDIO AND VIDEO RECORDING

Audio or video recording Agency conversations and/or training sessions with co-workers and clients without prior written consent is in direct conflict with the Agency's philosophy to create an environment built on trust and open communication as its team works together to generate new thoughts and ideas to further advance the success of the Agency and/or discuss and resolve business issues.

No person (employee or non-employee) shall photograph, film, videotape or make audio recordings (other than routine telephone voicemail) on Agency property or inside any Agency office except by specific written permission from the appropriate Program Director as well as the consent of all participants to the conversation or activity. The foregoing applies to the photo and audio functions on cell phones.

The following guidelines must be met before consideration will be given to any request to record a conversation:

- There must be a clearly defined and legitimate business purpose for the recording.
- Agency-owned recording devices must be used as requested from Human Resources and must be appropriately checked in/out.
- The recording device must be visible and in plain view to all participants.
- The purpose of the recording must be clearly announced at the beginning of the recording to all participants.
- The resultant recording must be maintained on Agency premises.

The Agency's security system is the only exception to this policy.

Off duty audio recording of an Agency employee concerning a work related matter is prohibited without the express consent of all parties to the conversation, which consent will be stated at the very beginning of the recording by all parties to the recording.