

---

---

## **WORK CONDITIONS**

---

### **PRIVACY EXPECTATIONS**

Employees are reminded that the workspace, as well as the equipment, SWOSU vehicles, and various provided resources, are the property of SWOSU. When using SWOSU's phones, computers, rooms, and equipment employees have no right to privacy. SWOSU reserves the right to monitor (including camera monitor), review or inspect any and all SWOSU equipment or property. Areas subject to such review include, but are not limited to the following; file cabinets, lockers, desks, offices, computers (including all software and email), SWOSU vehicles and machinery. Again, this is a nonexclusive listing. Monitoring by SWOSU may occur at any time with or without advance notice to the employee.

An employee may be provided a key, password or other device for securing an area (cabinet, computer, desk, office, etc.) but this does not entitle that employee to an expectation of privacy.