

Employee Privacy

It is **Goodwind Development Corporation's** goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. **Goodwind Development Corporation** regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, email, physical mail, and text communications, as well as internet search and browsing history, and other possible forms of related communications.

Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Unauthorized copying, modifying, purging or deletion of company software, contents and files in company servers, networks and workstations without express written prior approval constitute grave violations of company policies that may be subject to termination and legal actions.

Video surveillance. As part of its security measures and to help ensure a safe workplace, **Goodwind Development Corporation** has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms, locker/dressing rooms, etc.

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