

VIDEO SURVEILLANCE POLICY

Acknowledgement, Consent, and Release



I acknowledge that I have received a copy of Insure One Agency LLC updated policies, that I have been given the opportunity to read and ask any questions that I might have about the same, and that by signing this acknowledgement, I agree to adhere to the policies as a condition of my employment and/or continuing employment with Insure One Agency LLC. I understand and agree that in acknowledging and signing this form, no contract of employment is hereby created, and further understand that no promise or guarantee of employment for any particular term is hereby made. I also acknowledge that I am an employee-at-will and that either Insure One Agency LLC or myself may end the employment relationship at any time, with or without notice or cause. I further acknowledge that my failure to adhere to these policies may subject me to disciplinary action, up to and possibly including immediate termination without warning.

In accordance with Insure One Agency LLC policy regarding searches, I understand that all desks, storage areas, lockers, and all vehicles owned, financed, or leased by Insure One Agency LLC or used by Insure One Agency LLC to transport employees, goods, and/or products are subject to search at any time without my knowledge, presence, or permission. With the exception of my personal vehicle, I understand I am prohibited from locking or otherwise securing any such desk, storage area, locker, or vehicle with any lock or locking device not supplied or approved by Insure One Agency LLC. If I use my own lock on any such item, I agree to give my supervisor a copy of the key or combination to the lock so that the company may open the lock at any time that it may deem such action necessary. In the event that a search of my personal vehicle becomes necessary, I agree to allow personnel designated by Insure One Agency LLC to conduct such a search at any time the company may direct during my duty shift.

I further understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, Insure One Agency LLC may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras will be positioned in appropriate places within and around Insure One Agency LLC buildings and used in order to help promote the safety and security of people and property. I hereby give my consent to such video surveillance at any time the company may choose.

