

# Camera Systems (effective January 1, 2021)

## **POLICY STATEMENT**

All Garner Trucking, Inc. (GTI) vehicles will be equipped with a 4-camera, on-board incident capture system (cameras). This policy sets GTI's position on the use of cameras in vehicles and its effects on employees.

## **PURPOSE AND SCOPE**

The primary purposes of vehicle cameras are to assist in the protection and safety of persons and property, prevention or detection of criminal offenses, defense of legal claims, and most importantly driver training/coaching.

It is not GTI's primary intended purpose to use cameras for monitoring the work of employees or finding out whether they are complying with the organization's policies and procedures.

## **PRINCIPLES**

Cameras will be installed in all company trucks, to include tractor-trailers, spotters, and day cabs as applicable, in a manner that ensures minimal intrusion of privacy; and that any intrusion is fully justified. The 4-camera system includes the following:

- Forward facing camera
- Interior camera with view of the driver seat; NO bunk view
- 2 exterior mirror-mounted, rear-facing, cameras

No images and information will be stored except where a relevant incident has occurred. The cameras retain 20 seconds of the incident (10 seconds prior and 10 seconds after) a triggered event. There is a third-party impartial review center that sends three (3) types of events as follows:

- Emergency Triggered (i.e. accident)
- Driver Triggered (by pushing the Green bar on top of the keypad)
- Coachable Events (footage to help improve a driver's skills)

Access to retained images and information will be restricted, with clearly defined rules to designated responsible persons who can gain access. Driver's will be able to access their own images as applicable.

The camera system is not normally active and cannot be remotely viewed in real time. The camera system cannot be accessed covertly to monitor the quality and amount of work completed by employees, nor can it be used in real time to track employees' movements; however, where an incident is captured that reveals inappropriate conduct, in good conscience, cannot be ignored.

GTI therefore, reserves the right to process in the business interests. This may include grievances, or disciplinary actions, defense or litigation of a legal claim, and driver training.

In addition, obstructing the view of the camera, tampering and/or damaging the camera system will not be permitted; and may result in disciplinary action up to and including termination of employment. GTI has taken every opportunity and measure to protect the privacy areas of the tractor and our employees; however, the driver seat is considered a work area and therefore, not private. Once the brakes are set on the vehicle, drivers may manually turn off the interior camera by entering 99999 on the system keypad.

When relevant to do so, camera footage may be retained and used for future health & safety training, including the improvement of safety quality and training drivers. We shall seek employee's consent if we wish to use for this purpose.

Recorded images and information will be subject to appropriate security measures to safeguard against unauthorized access and use.

## **RECORDINGS**

Access is approved on an incident basis. Once access is approved by the designated responsible person, recorded footage can be reviewed (not deleted or amended) by the following:

Safety Manager  
HR, Recruiting & Risk Management Director  
Company President  
Chief Operations Officer (COO)  
Management  
Driver Managers  
Statutory bodies such as police, etc.

Any other person with interest must obtain authority from the COO to view recorded footage, providing reasons and justification.

Any persons whose images are recorded, due to a recordable incident, have a right to view those images for training/coaching purposes.

## **EMPLOYEES**

As stated, the primary uses of the camera system is to assist in the protection and safety of persons and property, prevention or detection in criminal offenses, defense of legal claims, and driver training.

In accordance with the above principles, the camera evidence may be used as part of an employee investigation where, in the reasonable belief of management, that there may have been misconduct, or a breach of health and safety. In such cases, the footage must be requested by those noted in Recordings above.

Where footage is used in disciplinary and/or legal proceedings, it will be retained for a further use as applicable by federal, state, and local laws. The employee will be permitted to see and respond to the images.

Under appropriate circumstances, the footage may be provided to police or other competent authority. In addition, footage may be provided for defense of legal claims, or in pursuance of civil recovery, and to our legal representatives with the intention of providing evidence before the courts.

## **NON-EMPLOYEES**

Where an incident involves a third party, the relevant insurers will be informed of the details. Although a third party may be aware that there is recorded evidence in the form of camera footage, a copy of the recorded material can only be obtained if requested by the subject themselves or through legal processes as applicable by federal, state, and local laws.

Third parties should also be aware that under appropriate circumstances, the footage may be provided to police or other competent authority with the intention to prosecute for criminal offenses. In defense of legal claims, in pursuance of civil recovery, or to our legal representatives with the intention of providing evidence before the courts.

## **DISCIPLINARY ACTION**

As previously stated, covering and/or obstructing the view of the camera system is subject to immediate termination of employment. Tampering with or destruction of the camera system is also subject to termination of employment. All other issues and/or incidents will be subject to the current Standards of Conduct disciplinary protocol (See Section 4, page 5 of this manual).

Nothing in the policy is designed to modify our employment-at-will policy. This policy may be reviewed, changed, or rescinded without prior notice.