

Each location maintains a personnel file for each of its employees. The file normally contains each employee's employment application, any conditions of employment such as the Confidentiality of Information Statement, performance appraisals, any formal disciplinary actions, complaints and grievances, Workers' Compensation claims, medical information and any other materials which employers are asked to review from time to time.

**Sangster's** is committed to protecting and safeguarding the privacy and confidentiality of all material contained in the personnel files of its current and former employees.

**PROCEDURES:**

**1. General**

- a. **Sangster's** wishes to maintain up-to-date personnel files on all of its employees. For this reason, the Franchisor expects all employees to notify their Managers/Franchisee of any changes in their home addresses, telephone numbers, marital status, number of dependents, insurance beneficiaries, people to contact during emergencies or other relevant personal data.
- b. Employee personnel records are legally defined as private and confidential.
- c. Disclosure of names, addresses, telephone numbers, duty stations, periods of service, medical history, family relationships, wages or salaries is specifically prohibited as an invasion of personal privacy. This information shall only be revealed with the written authorization of the employee.
- d. Names, employment dates, job duty stations, records of performance, and salary or wage rates may be disclosed to businesses at the written request of the employee.
- e. Employees may inspect their personnel files with advance notice.
- f. Employees wishing to copy all or portions of their personnel files may do so under the supervision of the Franchisee.

- g. Any employee who feels information contained in their personnel files is inaccurate may ask that the information be changed and/or corrected with justification.
- h. Any and all information related to claims for Workers' Compensation, request for insurance benefits and/or medical history information shall be secured in a separate file and shall not be accessible to *any* individuals unless pertinent to an ongoing investigation.

**2. Contents of Employee Files**

Each employee will have a file established for that employee. The file shall include, but not be limited to, the following:

- a. Employee's application and a resume, if available.
- b. Enrollment application for insurance, if eligible and applicable.
- c. Card or report for tabulating paid sick leave, vacation and holiday time earned and used.
- d. Signed receipt for keys issued, if any.
- e. Signed receipt for copy of any/all Manuals issued.
- f. Signed confidentiality form.