

Sangster's maintains bulletin boards (back room, clip boards, etc). One bulletin board may be used exclusively for all provincial and federal notices that are required by law to be displayed in a place conspicuous to all employees. Listed below are the specific policies to be adhered to with regard to our bulletin boards.

PROCEDURES:

- a. There are specific posters and notices that are required by law to be posted. Only the individual authorized to monitor and maintain our bulletin board is permitted to post information on this board.
- b. Employees are not permitted to post any sexually oriented photographs, sexually oriented written materials, offensive cartoons, ethnic or sexually-oriented jokes and/or any derogatory material whatsoever. Furthermore, any information that would violate any employee's privacy rights is strictly prohibited. Any breach in this policy will result in immediate disciplinary action, up to and including termination.