

**GUIDELINE NO.: 6.3.1****(A)****SUBJECT: BIOMETRICS GUIDELINE****04/12/10**

H-E-B uses technology called Biometrics to enhance our Partners' ability to access personal information in the H-E-B system. Biometrics is a user-friendly automated method of recognizing a characteristic, such as a finger image, for identification purposes. It is a non-invasive process that eliminates the need for and therefore protects a Partner's social security number. All Partners will be trained and enrolled on the use of the Biometrics system for accessing personal information. In addition, Non-Exempt Partners will be trained to use Biometrics as a time and attendance system. H-E-B requires all New Hires use the Biometrics system.

Exceptions: A Partner who expresses a concern regarding the use of the Biometrics system must use the following guideline:

1. Partner reports their concern to the UD, Department Director or Facility Leader. Until this concern is resolved, the Partner will clock in with a manager override.
2. The UD/Director/Leader will listen to the Partner's concern in a timely manner and share the benefits of and business case for using the Biometrics system. If the Partner still has a concern with using Biometrics, the UD/Director/Facility Leader will make an appointment for the Partner with the Human Resources Manager within 48 hours of notification from Partner. The Partner will be asked to submit their concern in writing to the HRM.
3. The Human Resources Manager will listen to the partner's concern. The HRM will further the Partner's education on Biometrics and will clarify any misunderstandings the Partner may have regarding the Biometrics system. The HRM will seek counsel from the HRD and the HRD will determine appropriate action. The HRM will communicate the outcome to the UD, Department Director/Facility Leader and to the Partner.

**\*\*Partners that have previously been using the Biometric time clock are not eligible to apply for an exception.**

**\*\*Partners who do not meet or miss any of the deadlines in this guideline will not be eligible for an exception.**

**\*\*Unless an exception is granted, any Partner who does not use the Biometrics system will be subject to appropriate disciplinary action up to and including termination of employment.**

**\*\*Consistent with applicable law, a Partner who is unable to use the time clock will not be required to clock in with the Biometrics or will be provided a reasonable accommodation.**

## **ACKNOWLEDGEMENT**

I have received a copy of H-E-B's Biometrics Guideline. I have read and understood the Guideline and understand that a violation of the Guideline may lead to appropriate disciplinary action, up to and including termination of my employment.

Printed Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department/Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_