# Electronic Monitoring Policy KELLY TEMPORARY EMPLOYEES (Ontario ONLY)

Kelly Services (Canada) Ltd. (the “Company”) engages in electronic monitoring of employees and is committed to transparency with regard to this topic. “Electronic monitoring” refers to employee monitoring that is done electronically. This Electronic Monitoring Policy (the “Policy”) governs the Company’s use of electronic monitoring for its talent on assignment with customers working outside of the KellyConnect division.

This Policy is intended to outline the Company’s electronic monitoring practices and should be read in conjunction with other Company policies, guidelines or standards, including but not limited to:

* Communication and Information Systems User Agreement
* Privacy Statement
* Social Media Policy
* Code of Business Conduct and Ethics
* Employee Handbook (see mykelly.ca)

I. Application

For clarity, this Policy applies to those employees of the Company that are both (1) talent on assignment with customers as defined in the opening paragraph of the Policy and (2) are considered “employees” under the *Ontario Employment Standards Act, 2000* (“ESA”).

II. Electronic Monitoring Practices for Talent on Assignment with Customers

At this time, the Company does not electronically monitor talent on assignment with customers working outside of KellyConnect. Talent on assignment with customers may be subject to electronic monitoring by Kelly’s Customers to whom they are assigned. The Company reserves the right to engage in electronic monitoring of talent on assignment with Customers working outside of KellyConnect in the future in accordance with its business needs and notice of such change will be provided as applicable.

III. Posting, Notice and Retention

1. The Company shall provide a copy of this Policy to each employee of the Company, and any new employee hired prior to the Policy’s implementation, within 30 calendar days of implementation.
2. Should any amendment(s) be made to the Policy after its implementation, the Company shall provide each employee of the Company a copy of the amended Policy within 30 calendar days of the amendment(s) being made.
3. The Company shall provide a copy of this Policy to all new employees hired after its implementation within 30 calendar days of the employee commencing employment with the Company.
4. The Company shall provide a copy of this Policy to assignment employees assigned to perform work for the Company within 24 hours of the start of the assignment or within 30 days of the Policy’s implementation, whichever is later.

IV. Amendments

This Policy may be amended from time to time in the Company’s sole discretion or may be incorporated into other policies. In the event that the Company amends this policy, the Company will provide an amended copy of the Policy to employees within 30 days of the changes being made.

**Policy Prepared On: October 11, 2022. Policy Modified On: N/A**