Examination of records POLICY

**Examination of Pay Records**

An employee may examine time sheets and any other records relevant to proper computation of his or her pay or benefits at any reasonable non‑working time during regular business hours.

**Examination of Personnel Records**

An employee may examine the records in his or her personnel file relating to the employee’s wages, hours, benefits, discipline, or other terms and conditions of employment at any reasonable non‑working time during regular business hours.

**Arrangements for Examination of Records**

For the protection of all, and to maintain employee privacy, records may be examined only in accordance with the following safeguards:

1. An employee’s records may be examined only by the employee.

2. Records may be examined by appointment and prior arrangement with your supervisor and the Human Resources department.

3. Records may be examined only in the Human Resources office and in the presence of a designated Company representative.

4. No record may be removed from the Human Resources office, even temporarily.

5. The Company reserves the right to adopt reasonable rules concerning the frequency of file inspections to prevent potential abuses.

**Employee Recourse**

If an employee disagrees with any of the information in his or her file or records, and the Company does not agree to remove or correct the item in dispute, then the employee may explain his or her position by submitting a written, signed statement to the Human Resources department. That statement will become a permanent part of the employee’s personnel file.

**Examination of Medical Records**

The Occupational Safety and Health Act provides that employees exposed to toxic substances or harmful physical agents have a right of access to medical records, exposure records, and analysis prepared from such records. Copies of all medical records, exposure records, and each analysis produced from the records may be obtained upon request to the Human Resources department.

If you wish to have any other person see your medical records, you must execute a written authorization on a specific form available upon request from the Human Resources department.

**Furnishing Information to Third Parties**

The Company assumes no obligation to furnish information about any employee to any third party (other than to verify his or her current employment). An employee who desires that the Company furnish certain information to a third party may file a written request to that effect with the Human Resources department. The employee may be required to execute a release before the Company will disclose certain information to third parties.

THIS POLICY IS OPTIONAL