

Reference: HUMAN RESOURCES
Section: WORK ENVIRONMENT
Title: PROHIBITED ACTIVITIES (AUDIO/VIDEO RECORDINGS)
Policy Number: 04-03-09
Issue Date: 01-26-2024

I. PURPOSE

The purpose of this policy is to prohibit the audio/video recording of employee conversations and other unauthorized recordings.

II. POLICY

Under New York State law, it can be a criminal violation to use any device to record, obtain, make, share, or use communications, whether they are wire, oral, or electronic, without the consent of at least one person participating in said conversation.

However, conversations between employees in a workplace setting presents different considerations. The use of any device (including but not limited to cellular/smart phones, mobile phones, desk phones, Microsoft Teams meetings, Zoom/Webex meetings, conference, audio or video calls of any type, cameras, tablets, computers, etc.) to record, obtain, make, share, or use an Audio and/or Video recording of conversations between employees, and/or any other unauthorized audio or video recording, is prohibited.

This policy shall not apply to a system recording of employee calls by NFTA/NFTM owned systems in the normal course of operations (such as an employee calling a controller and that call being recorded on a system line).

A violation of this policy will result in corrective action up to and including discharge.