

Cameras, Mobile Devices, and Video Equipment

Salem recognizes that you may have access to electronic equipment in the workplace that can be used to capture images. The Institution expects the use of any electronic equipment used to capture images within its facilities or at Institution-sponsored events to be in compliance with all Salem policies, including the Obscene and Violent Material policy and the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation policy. In all cases, this activity must not disrupt the workplace or annoy others.

You are expressly prohibited from photocopying, scanning, photographing, or otherwise capturing images of the Institution's confidential information except with advance written approval by your supervisor. Images that have been taken with approval may only be used in the manner under which the approval was given.

If you have questions about the use of electronic equipment in the workplace, please discuss these with your supervisor.