



Workplace Searches Policy Preparation Form

This Preparation Form is designed to help both you and us make the process of creating your custom Workplace Searches Policy more efficient. Please complete all applicable sections as completely as possible. **If any information is not readily available, we recommend you gather this information prior to commencing the online session so you may complete your document.**

If you have any questions as you work on the questionnaire, please contact us at info@helixcompliance.com, or contact Laditum Support at support@laditum.com.

Company Information

Name of Company or Organization: _____

This policy applies to the following department(s):

- | | |
|---|---|
| <input type="checkbox"/> All | <input type="checkbox"/> Human Resources & Administration |
| <input type="checkbox"/> Marketing & Advertising | <input type="checkbox"/> Sales & Customer Service |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Finance & Accounting |
| <input type="checkbox"/> Legal & Compliance | <input type="checkbox"/> Production & Inventory |
| <input type="checkbox"/> Information & Technology | <input type="checkbox"/> Other: _____ |

Policy Information

Name of this policy: _____

Include document type at the end of the name (e.g. Policy, Agreement, etc.)

Date this policy was originally issued: ____ / ____ / ____

Date of this policy's most recent edition: ____ / ____ / ____

Include the date of the most current version of this policy.

If this is the company's first edition of this policy, you may select the original issue date.

Select the department responsible for the administration of this policy:

- Human Resources Compliance Legal Other _____

Exceptions

Does this policy apply to prohibited items that can be concealed in vehicles parked on Company property?

- Yes No



Employees should have no expectation of privacy on Company premises except in:

- All
- Restrooms
- Locker Rooms
- Hotel Rooms
- Other: _____

If an employee refuses to allow searches or inspections, are they subject to disciplinary action?

- Yes
- No

Employee Coverage, Other Policies, and Employee Acknowledgment

Does the Company have any employees covered under a collective bargaining agreement?

- Yes
- No

Please select the other Company policies that this Workplace Searches Policy may affect or be affected by:

- Anti-Harassment Policy
- Anti-Retaliation Policy
- Concealed Weapons Policy
- Confidential Information Policy
- Drug Testing in the Workplace Policy
- Health and Safety in the Workplace Policy
- Personnel File Access Policy
- Substance Abuse in the Workplace Policy
- Workplace Violence Policy
- Other: _____

Does the Company require employees to acknowledge receipt and review of this policy?

- Yes
- No