



Employees should not have an expectation of privacy in, including but not limited to, electronic communications systems (e.g., cell phones, tablet, fax, telephone, e-mail computers, internet, etc.), offices, desks, file cabinets, etc. It is the employee's responsibility to guard against accidental or intentional disclosure of information that could personally affect another employee, or which another employee would rather keep confidential. Gossip, careless handling of written information, or other inconsiderate disclosure of information about a coworker is not acceptable.

*Reference: KDADS Information Privacy and Security Acknowledgment; K.S.A. 75-2949f, 3.1.C Sexual Harassment, 3.8 Employee Conduct, 4.12.E Cellular Phones*