

AUDIO RECORDING POLICY

Approved by the President & CEO

Policy Statement

An audio recording system is used by BCR Properties Ltd (BCRP) on selected telephones and radios for the purpose of managing train operations, and increasing the safety and security of tenants, staff and members of the public.

The use of BCRP's audio recording system is governed under the BC *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the BC *Personal Information Protection Act* (PIPA), as applicable. BCRP recognizes that audio recording technology has the potential for infringing upon an individual's right to privacy and although audio recording technology may be required for legitimate operational, safety and security purposes; its use must be in accordance applicable privacy laws.

This policy does not require or guarantee that audio recording equipment will be used at all times.

Purpose

BCRP will make use of the audio recording system in order to verify rules compliance and assist in the investigation of any train operations anomalies, accidents or incidents that may occur in the Roberts Bank Yard or on the railway territory controlled by the BCRP Rail Traffic Controller (RTC). The audio recording system normally records conversations on:

- All BCRP Operations telephone lines in the Yard Office.
- The Supervisor Yard Operations radio channel.
- The RTC radio channel.

Audio recordings are not intended to be used as a method of tracking the work habits or productivity of individual employees.

Management of Audio Recording System

BCRP Managers are responsible for the management of the audio recording system.

Audio Monitoring

The audio recording system will not be used to continuously monitor telephone and radio activity. Only BCRP Managers at the Roberts Bank Yard Office have the ability to access historical recordings. The audio recording system will only be used to access historical information to investigate any train anomalies, incidents or accidents on BCRP property and to verify rules compliance.

Audio Recording

The BCRP audio recording system is capable of recording continuously by a digital voice recording system.

BCRP Managers are responsible for the management of the audio recording system and have exclusive control of the release of recordings produced by the system.

Audio recordings are not made directly available to other companies management or employees or the general public. In the event that an incident or accident occurs employees should report it to a BCRP Manager. If an incident or accident occurs involving a radio or telephone conversation where audio recording coverage is available, the Manager will review the audio recording and make a determination if any recordings relevant to the incident are available. This audio recording will be used by the BCRP Manager to investigate and resolve railway incidents and accidents. Only audio clips determined by the BCRP Manager to be directly related to an incident or accident will be made available to the management of the railway or company whose employee or equipment is involved, upon written request.

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Requests to provide audio recordings of non-railway related activities to any outside party will not be accommodated unless required by a law enforcement agency or ordered by the courts.

Audio recordings are generally stored for a period of approximately 60 days before they are automatically deleted. Any audio recordings associated with a specific accident or incident will be converted into a permanent sound clip and stored for the duration of the investigation. Sound clips which could become evidence in criminal proceedings are kept indefinitely, unless otherwise directed by BCRP corporate officers.

Limitations of the Audio Recording System

Personnel should be aware that BCRP Supervisors are not continuously monitoring the audio recording system. The audio recording system will only be used to investigate historical accidents or incidents.