



BOTILMS

Module 3: Employer/Employee Rights



An ethical organization is able to balance the rights of employees with the rights of the employer. The personal rights of each party may seem to conflict at times, and the privacy laws vary between countries. This is why privacy policies are so important. Instituting clear privacy policies will prevent any confusion between employees and employers. When creating policies, employers need to remember that they are obligated to provide employees with a safe work environment that is free from harassment, but this may require what some people will consider to be an invasion of privacy.

Click on the first lesson below—or the “*Start eLearning*” button above—when you’re ready to begin.



Privacy Policies



Harassment Issues



Technology



Knowledge Check



Module 3: Completed

Privacy Policies



“ Freedom is the right to be wrong, not the right to do wrong.

John G. Diefenbaker



Personal information must be protected and kept confidential.

Employee privacy is a tangled legal issue. Companies collect detailed personal information about their employees for background checks and other reasons; however, they will need to clearly state the purpose of collecting this information and how it will be used in their privacy policy. Personal information must be protected and kept confidential, and the employees need to agree to the background checks.

Surveillance, drug testing, and searches are points of contention for many employees that need to be addressed in privacy policies. Employees argue that they have the right to personal privacy at work, but there are limits to their privacy, as more businesses take drastic measures to prevent theft and harassment.

The PoPI act or PoPIA is South Africa's data privacy law that encourages individuals and organisations to practice responsibility when collecting, processing, storing, and sharing information. It governs when and how organisations collect, use, store, delete and otherwise handle personal information. The act ensures that an entity is held accountable should it abuse or compromise personal data in any way.

[Click here to read the Protection of Personal Information Act.](#)



To check your understanding of the lesson content, answer the question below...

What does the acronym POPI stands for?

- ☐ Private or Personal Information
- ☐ Protection of Private Information
- ☐ Protection of Personal Information
- ☐ Protection of Public Information

SUBMIT



Complete the content above before moving on.

Harassment Issues



Any harassment in the workplace needs to be confronted immediately and the rights of the harassed employee protected.



Companies are legally bound to provide a safe working environment for all of their employees. Employees can sue their employers for not protecting them from harassment. The Employment Equity Act protects the rights of individuals from discrimination and harassment, regardless of ethnicity, sex, religion, sexual orientation, disability, age, etc. An employee who feels threatened or uncomfortable by any statement, gesture, or action may be experiencing harassment. Creating an anti-

harassment policy and implementing training in workplace harassment will help prevent harassment and protect the organization. Any harassment in the workplace needs to be confronted immediately and the rights of the harassed employee protected.



To check your understanding of the lesson content, answer the question below...

Companies are _____ to provide a safe working environment for all of their employees.

Type your answer here

SUBMIT



Complete the content above before moving on.

Technology



As technology changes, so does the clarity about employer and employee rights. Employers have the right to expect their employees to work productively and represent the company well. On the other hand, employees have the right to personal privacy. Advances in technology provide employers with more ways to monitor employees. Social networking further complicates this issue.



Employees have the right to personal privacy.

Employees often post things online for their friends to see, but employers may be monitoring these posts well. It is becoming more common for people to lose their jobs because of posts on their social networking sites. A recent survey revealed that about half of employees feel that their social networks are not any business of their employers, but 60 percent of executives think that they have the right to monitor their representatives' social network behaviour. This use of social networks should be included in privacy policies to protect both employee and employer, but many companies cite personal conduct policies to validate their actions.

In the digital age when everything is shared, does privacy still exist?

 **YOUTUBE**



In the digital age when everything is shared, does privacy still exist? What does this mean for parents sharing photos of their kids on social media? Hear what Emma has to say in this edition of #AskEmma. Video by Media Farm Communications Agency

VIEW ON YOUTUBE >



To check your understanding of the lesson content, answer the question below...

_____ percent of executives think that they have the right to monitor their representatives' social network behaviour.

☐

40

☐

50

☐

60

☐

65

SUBMIT



Complete the content above before moving on.

Lesson 4 of 5

Knowledge Check



Module 3: Review Questions

Question

01/10

Does personal information need to be protected and kept confidential for a company to be ethical?

☐

Yes

☐

No

Question

02/10

Ethical companies protect the rights of individuals from discrimination and harassment, regardless of what?

- ☐ Ethnicity
- ☐ Age
- ☐ Religion
- ☐ All of the above

Question

03/10

The use of social networks should be included in what, to protect both employee and employer?

- ☐ Privacy policies
- ☐ Validation report
- ☐ Employer agreement
- ☐ Test agreement

Question

04/10

Companies are legally bound to provide a safe working environment for _____.

- ☐ Ethical employees
- ☐ Older employees
- ☐ New employees
- ☐ All employees

Question

05/10

Your place of employment has no right to look at your social media posts.

☐ True

☐ False

Question

06/10

What implementation in the workplace can prevent harassment? Select ALL that apply.

☐

Training

☐

An anti-harassment policy

☐

Discipline

Question

07/10

An ethical organization is able to _____ the rights of employees with the rights of the employer.

☐ Understand

☐ Create

☐ Balance

☐ Ignore

Question

08/10

Instituting clear ____ ____ will prevent any confusion between employees and employers.

- ☐ Rules and regulations
- ☐ Privacy policies
- ☐ Leave days
- ☐ None of the above

Question

09/10

Taking a drug test before beginning a new job is _____.

- ☐ Annoying
- ☐ Common
- ☐ Wrong
- ☐ Against the law

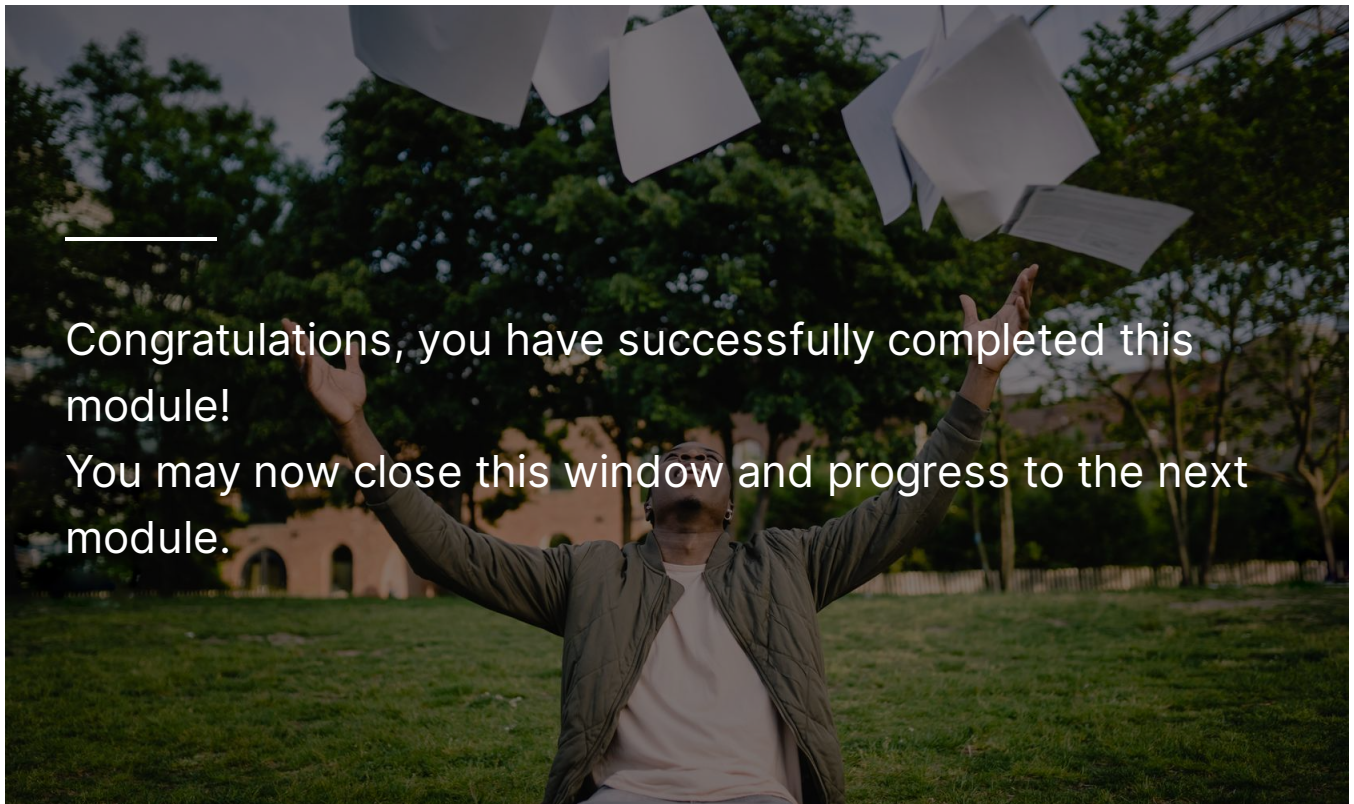
Question

10/10

Searches should be conducted carefully and with the instruction of ____ ____.

- ☐ Senior management
- ☐ Local police
- ☐ A lawyer
- ☐ A coworker

Module 3: Completed



Congratulations, you have successfully completed this module!

You may now close this window and progress to the next module.