

# Smart Policies for Workplace Technology: Email, Blogs, Cell Phones & More

Lisa Guerin

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**Smart Policies for Workplace Technology: Email, Blogs, Cell Phones & More** Lisa Guerin Every new device that promises to make our lives easier brings with it the risk of misuse -- whether accidental or intentional. That's why it's so important that any business that employs both people and computers create a safe and sensible policy for the appropriate use of technologies in the workplace.

Smart Policies for Workplace Technologies provides the tools employers need to assess your current policies' effectiveness, along with information on how to draft or revise, then distribute and enforce your new customized policies.

Protect your business with a policy that addresses:

- . protection of trade secrets
- . customer, employer and employee privacy
- . communicating with employees regarding privacy policy
- . management of electronic documents and tools
- . limiting liability for employee misconduct
- . conserving company resources

*Smart Policies for Workplace Technologies* keeps your business safe, online and off. It's been fully updated to include the latest statistics, legal rules, and information about workplace technology, including developments at the federal level.



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