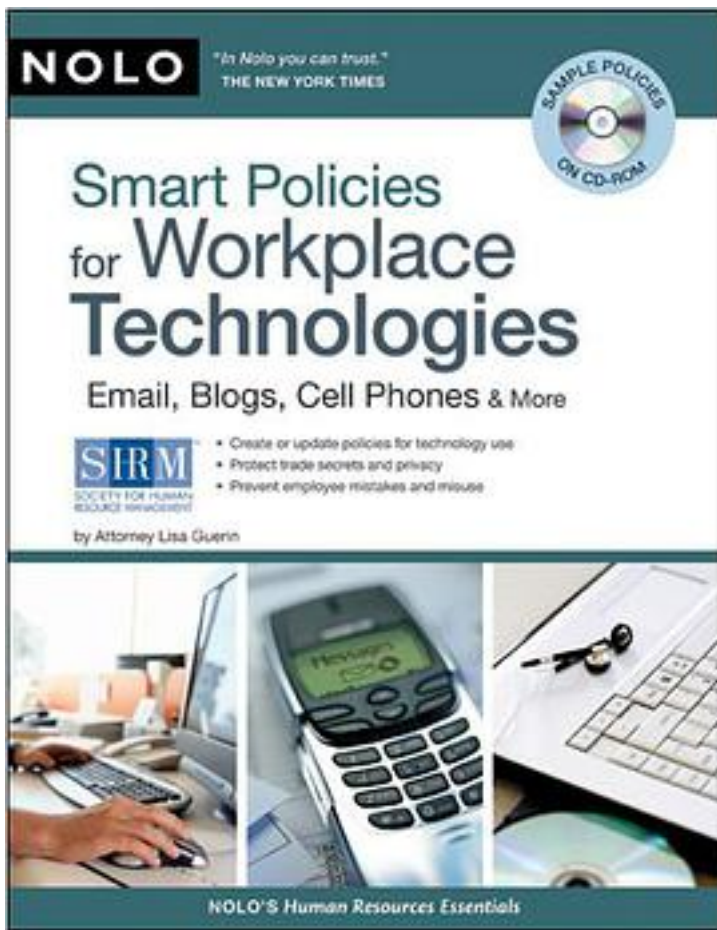


Smart Policies for Workplace Technology



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From email use and internet access to downloading software: Policies every employer needs to make the workplace safe for technology. Every time we turn around there is a new device that could revolutionize the way we work. But new technology always

brings new risks for employers, whether by intentional or accidental misuse. Any business that employs both people and computers needs to develop smart policies for appropriate technology usage. Sixty eight percent of U.S. employees have sent emails that exposed their companies to risk, and more than 229 million records have been taken from stolen business laptops or hacked business websites since 2005. It is no wonder, then, that technology dangers consistently rank number one on the list of employer concerns. "Smart Policies for Workplace Technologies" provides all the information employers need to determine the usefulness of particular policies in their work place, along with information on how to draft, review and / or revise, distribute, and enforce customized policies in their workplace. Policies cover: Protection of trade secrets Preservation of customer and employer privacy Communication with employees regarding privacy Conservation of company resources Management of electronic documents Liability limitation for employee misconduct and more

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