



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

*Lisa Guerin J.D.*

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**Smart Policies for Workplace Technology: Email, Blogs, Cell Phones & More** Lisa Guerin J.D.  
**Keep your workplace safe -- create a sensible technology policy with this all-in-one-guide.**

Sixty-eight percent of employees in the U.S. have sent emails that exposed their company 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 employers' concerns.

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 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.

Learn how to protect your business with a policy that addresses:

- Trade secret protection
- Customer, employer and employee privacy
- Communicating with employees regarding privacy policy
- Managing electronic documents and tools
- Limiting liability for employee misconduct
- Conserving company resources

Co-published with the **Society of Human Resource Management (SHRM)**, *Smart Policies for Workplace Technologies* keeps your business safe, online and off.

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