



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

*Lisa Guerin*

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## Make Your Workplace Safe for Technology

Worried that your company's employees might post trade secrets on Facebook, send harassing email, or text while driving on company business? Advances in workplace technology bring big benefits, but they can also bring legal exposure.

To protect your company, you need to develop clear, specific policies—or update the ones you already have. *Smart Policies for Workplace Technologies* provides everything you need to adopt effective rules for employee use of:

- email
- social media, such as Twitter and Facebook
- instant messaging
- mobile devices, including cell phones and tablets
- company and personal blogs
- and more

*Smart Policies for Workplace Technologies* keeps your business safe, online and off. Packed with sample policies, practical advice, and real-world examples, the fourth edition covers the latest trends, from Facebook firing to employees' use of their own smartphones for work ("BYOD").



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