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Five Best Digital Communications Practices For Employers

1) **Adopt An "Electronic Communications Policy"** – The policy should prohibit viewing or downloading offensive material, expression of personal views in the company's name, disclosing the company's confidential information and unlawful copying of copyrighted materials.

2) **Distribute The "Electronic Communications Policy"** – All employees should be asked to acknowledge a copy of the policy, which should include email, IM use, voice mail, internet use and computer systems.

3) **Train Managers and Staff On The Use Of Digital Communications At Work** – Your Electronic Communications Policy is only as good as the managers responsible for implementing it. All employees should understand the appropriate way to use the company's digital communications systems.

4) **Inform Employees That Their Email and Internet Use Will Be Monitored** – Employees have no right to privacy concerning any of the digital communications they send from the employers' systems, including emails in their personal email accounts.

5) **Develop Procedures For Retention And Destruction Of Digital Communications** – Determine how long and the system by which the company will retain electronic communications and when and how the company will destroy electronic communications.