

# Why Employees Need an Email Policy for Employees

By: Beth Lincow Cole

<http://www.humanresourceattorney.com>

Even if you do not currently monitor your employees' emails or even plan to do so in the future, employers still need to have an email policy in place for employees and communicate that policy effectively.

The primary reason for having a company email policy in place is to protect your right as an employer to gain access to employee emails if you should ever need to do so. For example, if an employee alleges they were a victim of sexual harassment or discrimination, you would not be able to fully investigate these claims without exposure to an invasion of privacy suit. If you do not have an email policy in place and let employees know that the company retains its right to monitor messages received and sent utilizing company computers.

If you do not have a policy in place and you need access to investigate a claim, an employee could try to refuse to grant you access and even file a lawsuit for violation of privacy. Instituting a clear email policy can protect employers against this type of potential lawsuit.

In formulating a company email policy, you should address an employee's personal use of the company email system, the company's right to monitor email messages sent and received using company computers, and spell out appropriate employee conduct in sending email messages on company computers.

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Jump start your action items in 2011. Many companies want to put in place an employee handbook but have not done so yet for monetary reasons. For companies in PA and NJ contact us by January 28 and we will put in place a handbook for your organization at half price of what it would normally cost. Don't miss this once a year offer

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## About Beth Lincow Cole

Employment Law Attorney Beth Lincow Cole has skillfully helped business owners and managers head off the unwanted and unnecessary lawsuits that can arise in the workplace. Drawing on her successful legal experiences both in and outside the courtroom, Beth Lincow Cole understands how to protect employers. By developing solid pre- and post-employment procedures for her clients, she assures that they are legally protected.

Beth Lincow Cole has worked for large regional and national law firms, focusing solely on employment issues, on behalf of management within a wide range of industries. Whether you are a start up company with basic questions about personnel files or a larger company with questions

about an employee's Family Medical Leave, Beth Lincow Cole can help. Drawing on her experiences, she counsel's companies in the following practice areas:

- Defense in administrative agency matters such as before the DOL, EEOC, PHRC or NJDCR
- Department of Labor Audits
- Discrimination
- Downsizing/Reduction in Force
- Drug Testing
- Employment Contracts and Severance Agreements
- Employment Law Compliance
- FMLA and other family leave laws
- Independent Contractors/Contingent Workforce

Please contact the firm to find out how the Law Office of Beth Lincow Cole can protect your company.