

Prevent Your Business Emails From Becoming a Legal Nightmare

Live Webinar September 6, 2018 • 1:00 PM - 2:30 PM ET

Be proactive with your business emails. Learn to identify problems and provide a solid and clear email data policy to protect your company.

Comments from other Lorman programs:

“I thought the information presented was done very well and helped me to understand more about the topic. The Live Webinar was very convenient and allowed me to participate right from my office. It was wonderful!” —Tiffany Evans

“I enjoyed the speaker and appreciated the hands-on reference material. The use of specific examples made things very clear.” —Joan Varel

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Learn. Implement. Succeed. **Call 866-352-9539 to register now!**

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Virtually all businesses use email. This topic will address many of the potential pitfalls and risks for employers associated with their employees' use of emails, including, cyber security breaches, harassment and discrimination and other claims such as defamation, theft of trade secrets and other issues. You will also learn about best practices for employment policies, document retention, procedures for protecting company data, supervisory training, and minimizing risks.

Learning Objectives

After attending this live webinar, you will be able to:

- define email defamation.
- recognize risks with email.
- explain proper email etiquette to managers and supervisors.
- review your policies to minimize risk.

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Live Webinar ID: 404144

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Printable registration form available upon request.

Can't Attend? Audio & Manual package available online.

Agenda

Risks Posed

- Misuse of Email by Employees Can Create Liability for the Company
 - Harassment
 - Theft of Trade Secrets
 - Hackers
- Voluminous and Can Be Burdensome to Produce in Litigation
 - How Long Do You Need to Keep Emails?
- Other Issues
 - Overtime
 - Harassment/Discrimination
 - Contract Claims

Types of Email

- Company Controlled Accounts (i.e. @Companyname.Com)
 - Pros: Company Can Control Access and Monitor
 - Cons: Cost
- Third Party Controlled Accounts (i.e. @Gmail.Com)
 - Pro: Cost
 - Con: Less Control

Best Practices:

- Document Retention Policies
- Privacy Policies
- Procedures for Protecting Company Data
 - Day to Day Operations
 - Employee Terminations
- Others

Closing

- Evolving Technologies
- Email Etiquette Best Practices

General Information: Includes free downloadable manual with attendance. This live webinar may be recorded by Lorman Education. If you need special accommodations, please contact us two weeks in advance of the program. Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package. ©2018 Lorman Education Services. All rights reserved. **Cancellations:** Substitute registrants can be named at any time. A full refund, less a \$20 service charge, will be given if notification is given six or more business days in advance. Notification of less than six business days will result in a credit that can be applied to any Lorman products or services. If you do not cancel or attend, you are responsible for the entire payment.

Faculty

Janet Goldberg McEnery

- Shareholder with Stearns Weaver Miller Weissler Alhadeff & Sltterson
- Board Certified by the Florida Bar in Labor & Employment Law and licensed in Missouri, Illinois and Florida
- Represents private, public and non-profit employers in labor, employment discrimination, minimum wage/overtime, employment contract, and whistleblower claims
- More than 25 years of experience representing hospitals, medical practices, restaurants, hotels, wagering facilities, manufacturers, financial institutions, government contractors, municipalities, landscape contractors, insurance companies, independent insurance agencies, and educational institutions in the defense of employment and labor relations matter
- Frequent lecturer and author on a wide variety of topics related to Labor & Employment Law
- Provides interactive training to firm clients on such topics as preventing harassment and discrimination claims and complying with wage and hour laws
- Memberships: Adjunct position at the University of South Florida, American Bar Association, Hillsborough County Bar Association, Illinois Bar Association, Missouri Bar Association, Past President for Academy of Florida Management Attorneys, Society for Human Resource Management, HR Tampa, Florida Public Employers Labor Relations Association, Brandon Chamber of Commerce
- Recognition: Florida Super Lawyers, The Best Lawyers in America, *Tampa Bay* magazine – Tampa Bay's "Top Lawyers", Florida Trend's Florida Legal Elite, AV Rated by Marindale-Hubbell
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