



HR MATTERS

Karen O'Hara, President HR to Go, Inc.

Q: *Some of our employees have been getting a lot of spam e-mail that advertise porn sites. I'm concerned that an employee will consider this junk as creating a hostile work environment. What can we do to protect ourselves?*

A: This is a problem, facing many employers. To protect your company, attack it in three ways:

- (1) Adopt an electronic communications policy making clear that employees may use computers for company business only, and that visiting a Web site containing sexual material is grounds for discipline.
- (2) Invest in software that filters and screens your e-mail system based on sexual content.
- (3) Instruct employees to delete pornographic spam without opening the messages. In some cases, employees who get lots of porn spam may be accessing porn sites. Investigate and act promptly.



**YOUR PARTNER
IN HUMAN RESOURCE
MANAGEMENT**

OUTSOURCE IT!

For more
information,
contact us at
916.444.6200

www.HRtoGo.com

HR to Go is a consulting firm, serving businesses since 1984