**Assignment # 4 Management Information System**

**Due Date: 15-05-2024 Instructor: Amala Masood**

**Monitoring Employees on Networks—Unethical or Good Business?**

* + **Should managers monitor employee e-mail and Internet usage? Why or why not?**

In my opinion managers should not monitor employee e-mail and internet usage, following are the reasons:

1. Monitoring employees’ email and internet usage makes them feel exposed, and this might create a sense of not being trusted, which can result in loss of interest in the job.
2. Another reason for this is that, every person has an expectation of privacy, this shouldn’t be violated. Senior management should trust their employee and create an environment of mutual trust and harmony, this could increase productivity.
3. If, I were an employee in a XYZ company, and I know that my manager is monitoring my every move, this will make me feel uncomfortable, and create a stress & pressure on me, eventually sooner or later I will leave that job.

In the light of above reasons, I believe mangers should not monitor employee activity, instead companies can think of other ways to limit or restrict unnecessary activities by employees’ like placing a firewall which blocks access to unrelated and distracting content online.

* + **Describe an effective e-mail and Web use policy for a company.**

Creating an effective email and web use policy for a company is essential to ensure that everyone knows the rules and policies and can work efficiently. Following are some points for Email Use and Web Policy:

**Email Use Policy:**

1. Employees should use their company email for work-related purposes only.
2. Sensitive information should not be shared through email unless it is encrypted and necessary for business purposes.
3. Emails should be written in a professional and polite manner. Avoid using slang or overly casual language. Be clear and concise to ensure the message is easily understood.
4. Be cautious when opening attachments from unknown sources to avoid malware. Attachments sent should be work-related and virus-free.
5. Try to respond to emails in a reasonable time, and draft an auto reply mail, when office timings are off.

**Web Use Policy:**

1. Employees should use the internet primarily for office-related activities only.
2. Avoid visiting unsafe websites. Always check for the SSL/TLS encryption on the website. Look for the lock symbol in browser’s address bar.
3. Do not download software or files from the internet without permission from IT. This helps prevent viruses and other security risks.
4. Do not use social media, in working hours especially on the organization’s systems.
5. Do not download files for personal usage through organization’s computers.
   * **Should managers inform employees that their Web behavior is being monitored? Or should managers monitor secretly? Why or why not?**

I think managers should definitely inform employees that their web behaviour is being monitored. Following are the reasons for this:

1. If employees know they’re being monitored, it helps build trust. It shows that the company is being open about their policies. Secretly monitoring can make employees feel like they're being spied on, which can lead to mistrust and a bad work environment.
2. Everyone likes to know when they’re being watched. It’s a matter of respecting privacy. If people know they’re being monitored, they can adjust their behaviour accordingly. It’s just fair to let them know.
3. When employees know their web activity is being tracked, they’re more likely to follow the rules. This can lead to less time wasting on non-work-related websites and more productivity.