Digital Communication in the Workplace

HiFlex Physio

At HiFlex Physio, all staff members follow professional communication etiquette, even when using digital communication. These include:

- Including proper greetings at the start of each email
- Follow proper grammar and correct sentence structures
- Using polite language in all communication
- Avoiding discussing personal matters with clients
- Limiting the use of emojis
- Not making excuses or blaming others when mistakes are made

Moreover, the following etiquette is followed for ensuring HiFlex Physio digital date is secured:

- Using only official Hiflex Physio-prescribed platforms when communication about work-related matters
- Do not open suspicious communication- do not open files or click on links- even if the sender is supposedly a HiFlex Physio employee

Based on industry etiquette, staff memebers at HiFlex Physio follow these practices:

- Using digistal communication applications with encryption when communicating with work colleagues
    - This ensures access to files transferred and messages will be limited to the sender and the recipient
    - This protects information from cyber attacks
- Using workplace email account
    - Email sent using your work account is only limited to work-related email.
    - Passwords should be changed every six months.