

Social Media Policy for Employees

Effective Date: [Insert Date]

1. Purpose

This Social Media Policy outlines the standards and responsibilities for employee use of social media, both during and outside of working hours, to protect the interests and reputation of [Company Name].

2. Scope

This policy applies to all employees, contractors, and temporary staff using social media platforms in any capacity that could be associated with [Company Name].

3. Guidelines

- Represent [Company Name] positively and professionally at all times.
- Do not share confidential or proprietary information.
- Respect intellectual property, copyright, and trademarks.
- Be transparent about your connection to [Company Name] when discussing work-related matters.
- Do not speak on behalf of [Company Name] unless authorized.
- Report inappropriate or concerning posts to your supervisor or HR.

4. Personal Accounts

- Employees may mention their employment at [Company Name], but must state that views are their own.
- Do not use company logos or brand assets without written permission.

5. Company Accounts

- Only authorized employees may post, comment, or manage official company social media accounts.
- Posts must align with [Company Name]'s values and communications guidelines.

6. Prohibited Conduct

- Harassment, bullying, or discrimination in any form.
- Sharing confidential, false, or misleading information.
- Posting content that may damage the reputation of [Company Name] or its stakeholders.

7. Compliance

Violations of this policy may result in disciplinary action, up to and including termination of employment.

8. Contact

For questions regarding this policy, please contact HR at [HR Contact Information].