Blank Social Media Use Policy Framework

1. Purpose

[Describe the purpose and objectives of this social media use policy.]

2. Scope

[Specify who this policy applies to: employees, contractors, etc.]

3. Definitions

- **Social Media:** [Definition]
- **Official Account:** [Definition]
- **User:** [Definition]

4. Acceptable Use

1. [Define appropriate use of social media, both personal and professional.]
2. [Guidelines for engagement and content sharing.]

5. Prohibited Conduct

- [Describe types of behavior/content not allowed on social media.]
- [Include confidential information, harassment, etc.]

6. Account Management

- [Procedures for creating, managing, and closing official accounts.]
- [Delegation and access controls.]

7. Legal Compliance

- [Intellectual property considerations.]
- [Privacy, data protection, and applicable law references.]

8. Monitoring and Reporting

- [Outline monitoring protocols and responsibilities.]
- [Reporting process for policy violations.]

9. Enforcement

[Consequences of violating the policy. Disciplinary actions and escalation steps.]

10. Review and Updates

[Frequency and responsibility for reviewing and updating this policy.]

11. Acknowledgement

[Space for employee acknowledgment or signature.]