

Company Social Networking Policy Template

1. Purpose

This Social Networking Policy is designed to provide guidance for the appropriate use of social networking platforms by employees of [Company Name]. The intention is to protect the interests, image, and sensitive information of the Company while recognizing the benefits of social engagement.

2. Scope

This policy applies to all employees, contractors, and temporary staff who use social networking sites in a personal and/or professional capacity that may impact [Company Name].

3. Policy Guidelines

- Representation:** Employees must not represent themselves as spokespersons for the Company unless authorized.
- Confidentiality:** Confidential, proprietary, or sensitive Company information must never be shared on social networking sites.
- Respect and Professionalism:** All interactions should be respectful and professional, avoiding defamatory, harassing, or inappropriate comments.
- Personal Use:** Personal use of social networking platforms during work hours should be limited and must not interfere with job responsibilities.
- Brand Protection:** The use of Company logos, trademarks, or branding must be authorized in advance.
- Compliance:** All postings must comply with applicable laws and Company policies, including those relating to privacy, sexual harassment, and equal opportunity.

4. Monitoring

The Company reserves the right to monitor public social networking activities and take action where necessary to protect its interests and reputation.

5. Disciplinary Action

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

6. Questions

Employees should direct any questions or uncertainties regarding this policy to the Human Resources Department.

7. Acknowledgement

Employees must acknowledge that they have read, understood, and agree to abide by this Social Networking Policy.

[End of Policy]