

Workplace Social Media Conduct Template

1. Purpose

This document provides guidelines for the appropriate use of social media by employees in connection with the workplace, in order to protect the interests of the company and its reputation.

2. Scope

These guidelines apply to all employees, contractors, and affiliates who use social media personally or professionally and reference or are associated with the company.

3. Acceptable Use

- Employees should represent themselves and the company accurately and professionally in all social media activity.
- Personal opinions must be clearly distinguished from company statements.
- Respect copyright, privacy, and confidentiality agreements at all times.

4. Prohibited Conduct

- Do not disclose confidential or proprietary information about the company, clients, or colleagues.
- Avoid posting content that could be considered defamatory, harassing, or discriminatory.
- Do not use the company's logo, name, or branding without prior authorization.

5. Privacy

- Respect the privacy of coworkers, clients, and partners at all times.
- Obtain necessary consent before sharing photos, videos, or personal information.

6. Monitoring and Enforcement

Compliance may be monitored by the company. Breaches of this policy may result in disciplinary action, up to and including termination of employment.

7. Acknowledgement

By participating in social media activities related to the workplace, you acknowledge that you have read, understood, and agree to comply with these guidelines.