

Company Social Media Usage Policy for Employees

1. Purpose

This Social Media Usage Policy provides guidelines for Company employees regarding the responsible use of social media in both personal and professional contexts.

2. Scope

This policy applies to all employees, contractors, and interns who use social media platforms in ways that could be linked to Company.

3. Policy Guidelines

- Personal Accounts:** When posting in a personal capacity, employees must not imply or state they are speaking on behalf of the Company.
- Confidentiality:** Do not share confidential or proprietary information about the Company, clients, or stakeholders.
- Respectfulness:** Always communicate respectfully and avoid posts that may be considered offensive, discriminatory, or inflammatory.
- Brand Representation:** Only authorized personnel may create, manage, or post content on official Company social media accounts.
- Compliance:** Adhere to all applicable laws, regulatory requirements, and Company policies when using social media.
- Intellectual Property:** Respect copyrights and trademarks. Do not use third-party content without proper permission or attribution.
- Time Management:** Limit personal use of social media during working hours to avoid interference with job responsibilities.

4. Monitoring and Enforcement

The Company may monitor public social media activity as permitted by applicable law. Violations of this policy may result in disciplinary action, up to and including termination.

5. Questions and Reporting

For questions about this policy or to report potential violations, contact your supervisor or the Human Resources Department.