

# 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

1. **Personal Accounts:** When posting in a personal capacity, employees must not imply or state they are speaking on behalf of the Company.
2. **Confidentiality:** Do not share confidential or proprietary information about the Company, clients, or stakeholders.
3. **Respectfulness:** Always communicate respectfully and avoid posts that may be considered offensive, discriminatory, or inflammatory.
4. **Brand Representation:** Only authorized personnel may create, manage, or post content on official Company social media accounts.
5. **Compliance:** Adhere to all applicable laws, regulatory requirements, and Company policies when using social media.
6. **Intellectual Property:** Respect copyrights and trademarks. Do not use third-party content without proper permission or attribution.
7. **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.