Internal Social Media Governance Document

1. Purpose

This document outlines the governance structure and guidelines for internal social media usage within [Organization Name]. The objective is to ensure appropriate, professional, and secure use of internal social platforms for collaboration and communication.

2. Scope

These guidelines apply to all employees, contractors, and partners who access and use the organization's internal social media platforms.

3. Roles and Responsibilities

- **Users:** Adhere to guidelines for appropriate conduct and information sharing.

- **Moderators:** Monitor content and assist with compliance.

- **Administrators:** Manage user access and platform settings.

4. Acceptable Usage

- Share information relevant to job functions, projects, and professional interests.

- Maintain respectful and professional language and tone.

- Protect organizational confidential information at all times.

- Attribute ideas and content appropriately.

5. Prohibited Activities

- Sharing confidential or sensitive company or client data.

- Posting discriminatory, harassing, or offensive material.

- Engaging in personal promotions or commercial advertisements.

- Misrepresenting the organization or others.

6. Privacy and Security

- Use only approved internal social platforms.

- Report security incidents immediately to IT or management.

- Do not share logins or passwords.

7. Content Moderation

Moderators will oversee discussions and may remove content that does not comply with these guidelines.

Repeat violations may lead to revoked access or further disciplinary action.

8. Compliance and Enforcement

All users are expected to comply with this governance document. Violations will be addressed in accordance with organizational policies and may result in disciplinary actions.

9. Updates and Review

This document will be reviewed annually and updated as necessary. Users will be notified of significant changes.

10. Contact

For questions or clarifications, contact the IT or HR department at [contact information].