

# Staff Social Media Code of Conduct Outline

## 1. PURPOSE

- Define acceptable and responsible use of social media by staff members.
- Protect the organization's reputation and confidential information.
- Promote positive and respectful online interactions.

## 2. SCOPE

- Applies to all staff, contractors, and representatives of the organization.
- Relevant to all official and personal social media accounts when referencing the workplace.

## 3. PROFESSIONAL CONDUCT

1. Express opinions respectfully and refrain from offensive language or behavior.
2. Maintain professional boundaries with clients, colleagues, and stakeholders.
3. Do not engage in harassment, discrimination, or bullying online.

## 4. CONFIDENTIALITY AND PRIVACY

- Do not share confidential or proprietary information.
- Respect the privacy of clients, colleagues, and the organization.
- Comply with applicable data protection laws and policies.

## 5. REPRESENTATION OF THE ORGANIZATION

1. Do not represent personal views as those of the organization.
2. Use official accounts for organizational communications only.
3. Obtain approval before making public statements on behalf of the organization.

## 6. USE OF PERSONAL ACCOUNTS

- Include disclaimers when posting work-related views on personal accounts.
- Do not use the organization's logo, branding, or imagery without permission.
- Refrain from commenting on workplace issues or disputes publicly.

## 7. COMPLIANCE AND MONITORING

1. Understand that social media activity may be monitored as permitted by law.
2. Report any breach of this code to the appropriate authority.
3. Non-compliance may result in disciplinary action.

## 8. REVIEW

- This code of conduct will be reviewed regularly and updated as needed.

