

# **Social Media Policy**

## **Blank Company**

### **1. Purpose**

This Social Media Policy provides guidelines for appropriate use of social media as it relates to Blank Company and its employees. The intent is to protect the reputation of both the company and its team.

### **2. Scope**

This policy applies to all employees, contractors, and representatives of Blank Company who engage with social media platforms on behalf of the company or in a manner that could identify them with the company.

### **3. Guidelines**

- 1. Be Responsible.** Ensure all posts are accurate, respectful, and professional.
- 2. Confidentiality.** Do not share confidential or proprietary information about Blank Company, its clients, or partners.
- 3. Personal Opinions.** Clarify when views expressed are personal and not those of the company.
- 4. Respect Copyright.** Only post content (text, images, video) you have the right to share.
- 5. Appropriate Use.** Social media use during work hours should not interfere with job responsibilities.
- 6. Brand Representation.** Only authorized individuals may post on behalf of the company.

### **4. Unacceptable Conduct**

- Harassment, discrimination, or hate speech
- Disclosure of confidential or sensitive information
- Posts that may damage the reputation of Blank Company
- Plagiarism or infringement of third-party copyright

### **5. Monitoring**

Blank Company reserves the right to monitor social media activity related to the company to ensure compliance with this policy.

### **6. Compliance**

Non-compliance with this policy may result in disciplinary action, up to and including termination or legal action.

### **7. Questions**

For further guidance regarding this policy or its application, please contact the HR department.