

# Basic Social Media Policy Outline for Employees

## 1. Purpose

To provide guidelines for employees regarding responsible use of social media in relation to their work and professional representation of the company.

## 2. Scope

This policy applies to all employees who interact with social media platforms on behalf of the company or mention the company in a personal capacity.

## 3. Policy Guidelines

1. **Representation:** Do not present personal views as those of the company.
2. **Confidentiality:** Do not share confidential or proprietary information.
3. **Respect:** Be respectful towards colleagues, clients, and competitors.
4. **Accuracy:** Ensure information posted is accurate and not misleading.
5. **Intellectual Property:** Respect copyrights and intellectual property rights at all times.
6. **Personal Use:** Limit personal use of social media during working hours.
7. **Compliance:** Adhere to existing company policies and any relevant laws.

## 4. Disciplinary Actions

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

## 5. Questions

For questions or clarifications regarding this policy, please contact your HR department.