

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

- Representation:** Do not present personal views as those of the company.
- Confidentiality:** Do not share confidential or proprietary information.
- Respect:** Be respectful towards colleagues, clients, and competitors.
- Accuracy:** Ensure information posted is accurate and not misleading.
- Intellectual Property:** Respect copyrights and intellectual property rights at all times.
- Personal Use:** Limit personal use of social media during working hours.
- 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.