

# Employee Social Media Usage Agreement

This agreement outlines the terms and conditions regarding the use of social media by employees of [Company Name].

## 1. Purpose

The purpose of this agreement is to establish clear guidelines for the responsible and acceptable use of social media as it relates to your employment.

## 2. Scope

This policy applies to all employees, contractors, and temporary staff who access or use social media, whether during working hours or outside the workplace, in ways that may impact the company.

## 3. Guidelines

- Do not disclose confidential information, trade secrets, or proprietary data related to the company or its clients.
- Maintain professionalism in all communications mentioning or referring to the company.
- Do not represent personal opinions as those of the company.
- Avoid posting content that could be considered discriminatory, harassing, or defamatory.
- Comply with all applicable laws and company policies when using social media.

## 4. Company Rights

The company reserves the right to monitor publicly available social media and enforce disciplinary action in cases of non-compliance with this agreement.

## 5. Agreement

By signing below, you acknowledge that you have read, understand, and agree to abide by the guidelines set forth in this Employee Social Media Usage Agreement.

Employee Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_