

# Simple Social Media Code of Conduct for Employees

## 1. Be Respectful and Professional

- Always communicate respectfully with others.
- Refrain from using language or sharing content that could be considered offensive, discriminatory, or harassing.
- Represent the company positively in all online interactions.

## 2. Protect Confidential Information

- Do not share confidential, proprietary, or sensitive company information online.
- Ensure that company strategies, financials, and client information remain private.

## 3. Be Transparent

- If discussing company matters, clearly state your relationship with the company.
- Do not misrepresent your role or speak on behalf of the company unless authorized.

## 4. Follow Laws and Company Policies

- Comply with copyright, trademark, and privacy laws when posting content.
- Adhere to all applicable company policies while engaging on social media.

## 5. Use Common Sense

- Think before posting. Once something is online, it can be difficult to remove.
- Ask HR or your supervisor if you are unsure about the appropriateness of a post.

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This code of conduct applies to all employees engaging in personal or professional social media activities. Non-compliance may result in disciplinary action.