

# Workplace Social Media Conduct Policy Framework

---

## 1. Purpose

This framework provides guidelines for employees regarding appropriate and responsible use of social media in relation to the workplace. The aim is to protect the reputation of the organization, its employees, and its stakeholders.

## 2. Scope

This policy applies to all employees, contractors, and representatives of the organization who engage in social media activities, both during and outside working hours, where their conduct may reflect on the organization.

## 3. Guiding Principles

- Respect and professionalism must be maintained at all times.
- Confidentiality and privacy of the organization and stakeholders must be protected.
- Compliance with all relevant laws, regulations, and company policies is required.

## 4. Employee Responsibilities

- Clearly distinguish between personal opinions and official organizational positions.
- Avoid sharing confidential or proprietary information online.
- Be respectful in all online interactions, and refrain from posts that could be considered discriminatory, harassing, or offensive.
- Report any breaches or concerns related to social media conduct to management or HR.

## 5. Acceptable Use

- Personal social media use during work hours should not interfere with job performance.
- Use of the organization's brand or intellectual property must be authorized.
- Obtain consent before sharing images or information that identify colleagues or clients.

## 6. Prohibited Conduct

- Sharing confidential or internal documents, data, or strategies.
- Making derogatory or false statements about the organization, colleagues, or clients.
- Engaging in online bullying, harassment, or discrimination.
- Using social media to conduct non-approved business on behalf of the organization.

## 7. Disciplinary Actions

- Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.
- Legal action may be pursued in cases of serious misconduct or breach of confidentiality.

## **8. Review and Updates**

This policy framework will be regularly reviewed and updated to ensure relevance and alignment with legal and organizational changes.