

# Employee Social Media Conduct Policy Sample

## 1. Purpose

This policy provides guidelines for acceptable use of social media by employees in both professional and personal contexts to protect the reputation and interests of the company.

## 2. Scope

This policy applies to all employees, contractors, and temporary staff who use social media in ways that can be linked to the company.

## 3. Guidelines

- Representation:** Employees should not represent themselves as spokespersons for the company unless authorized.
- Confidentiality:** Do not share any confidential or proprietary company information on social media.
- Respect:** Maintain respectful communications and do not post discriminatory, harassing, or offensive content.
- Intellectual Property:** Respect copyright, trademark, and all other intellectual property of the company and third-parties.
- Professionalism:** Dress social media interactions with the same standard of professionalism expected in the workplace.

## 4. Personal Use

- Employees may use social media on personal time but must ensure their views are their own and not those of the company.
- Use of company logos, trademarks, or other branding in personal posts requires approval.

## 5. Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## 6. Policy Review

This policy will be reviewed annually and revised as needed to ensure compliance with legal and business requirements.