

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

1. **Representation:** Employees should not represent themselves as spokespersons for the company unless authorized.
2. **Confidentiality:** Do not share any confidential or proprietary company information on social media.
3. **Respect:** Maintain respectful communications and do not post discriminatory, harassing, or offensive content.
4. **Intellectual Property:** Respect copyright, trademark, and all other intellectual property of the company and third-parties.
5. **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.