

Internal Social Media Responsibility Policy

Draft

1. Purpose

This policy outlines expectations and guidelines for employees using social media platforms in connection with their roles at [Company Name]. Its goal is to protect our organization's integrity, ensure respectful online conduct, and maintain information security.

2. Scope

This policy applies to all employees, contractors, and interns who communicate about or on behalf of [Company Name] through any social media channel.

3. Guidelines

- Representation:** Only authorized individuals may speak on behalf of [Company Name] on official social media channels.
- Confidentiality:** Never share confidential, proprietary, or sensitive company or client information.
- Respect & Professionalism:** Conduct yourself professionally. Avoid posting content that may be offensive, derogatory, or discriminatory.
- Accuracy:** Share factual and accurate information. If a mistake is made, acknowledge and correct it promptly.
- Personal Accounts:** When mentioning [Company Name] from personal accounts, clarify your views are your own and not necessarily those of the organization.
- Intellectual Property:** Respect copyrights, trademarks, and any other intellectual property rights.
- Compliance:** Adhere to applicable laws, regulations, and company policies at all times.

4. Prohibited Actions

- Disclosing confidential or sensitive information.
- Harassment, bullying, or discriminatory remarks.
- Posting false or misleading statements about the company, employees, or clients.
- Using company logos and branding without authorization.

5. Monitoring

The company may monitor public activities relevant to [Company Name] on social media to ensure compliance with this policy.

6. Consequences of Non-Compliance

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

7. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in technology, law, or company requirements.

8. Acknowledgment

All employees must acknowledge they have read, understood, and agree to comply with the Internal Social Media Responsibility Policy.