

# 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.