

# Office Social Media Usage Protocol Template

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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## 1. Purpose

Define and guide appropriate use of social media for all office staff to ensure professional conduct, brand protection, and legal compliance.

## 2. Scope

This protocol applies to all employees and contractors using personal or office social media accounts for work-related activities.

## 3. Guidelines

1. Represent the office professionally in all social media interactions.
2. Do not disclose confidential or sensitive information.
3. Avoid posting comments or images that could be considered offensive or derogatory.
4. Ensure accuracy and fact-check all information before posting.
5. Comply with copyright, privacy, and all relevant legislation.

## 4. Office Account Management

- Only designated personnel are authorized to post or respond on official office accounts.
- Passwords for office accounts must be robust and stored securely.
- Regularly review and update permissions and account security.

## 5. Personal Social Media Use

- Personal accounts must not be used to conduct official office business.
- Employees should avoid associating their personal accounts with the office brand unless authorized.

## 6. Monitoring and Compliance

- The office reserves the right to monitor official social media accounts.
- Breaches of this protocol may result in disciplinary action.

## 7. Acknowledgement

I, \_\_\_\_\_, have read and understood the Office Social Media Usage Protocol. I agree to comply with the rules and guidelines stated above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_