

Staff Social Media Acceptable Use Policy Sheet

Purpose

This policy outlines the acceptable use of social media by staff members to ensure professional conduct, protect confidentiality, and maintain the integrity of the organization.

Scope

This policy applies to all staff who use social media platforms, including but not limited to Facebook, Twitter, LinkedIn, Instagram, and blogs, whether during or outside of work hours.

Acceptable Use Guidelines

- Professionalism:** Maintain professionalism in all social media interactions and comply with the organization's code of conduct.
- Confidentiality:** Do not disclose any confidential or proprietary information regarding the organization, clients, or colleagues.
- Representation:** Do not represent personal views as those of the organization unless authorized.
- Respect and Integrity:** Treat others with respect. Avoid posting offensive, discriminatory, or harassing content.
- Compliance:** Follow all relevant laws, regulations, and organizational policies.
- Security:** Do not share sensitive data or internal documents on public platforms.

Prohibited Actions

- Sharing confidential company or client information.
- Posting content that damages the organization's reputation.
- Engaging in social media activities during work hours that interfere with job duties.
- Using the organization's name, logo, or branding without permission.

Disciplinary Action

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

Acknowledgement

By signing below, I acknowledge that I have read, understood, and agree to comply with the Staff Social Media Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____

This document is for internal use only. © [Organization Name] [Year].