

# Staff Social Media Acceptable Use Policy Sheet

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## 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

1. **Professionalism:** Maintain professionalism in all social media interactions and comply with the organization's code of conduct.
2. **Confidentiality:** Do not disclose any confidential or proprietary information regarding the organization, clients, or colleagues.
3. **Representation:** Do not represent personal views as those of the organization unless authorized.
4. **Respect and Integrity:** Treat others with respect. Avoid posting offensive, discriminatory, or harassing content.
5. **Compliance:** Follow all relevant laws, regulations, and organizational policies.
6. **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: \_\_\_\_\_

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