

Workplace Social Media Guidelines Framework

1. Purpose

These guidelines provide a framework for responsible and respectful use of social media by employees of [Company Name]. They aim to protect both the company's reputation and the safety and privacy of employees.

2. Scope

These guidelines apply to all employees, contractors, and representatives who participate in social media activities, both professionally and personally, where reference to [Company Name] is made.

3. General Principles

- Be transparent about your affiliation with [Company Name] when relevant.
- Respect confidentiality and do not disclose proprietary or sensitive information.
- Represent the company's values in all interactions.
- Comply with all applicable laws and company policies.

4. Acceptable Use

- Use social media in a way that supports business and professional relationships.
- Share content that is accurate, relevant, and appropriate.
- Use personal judgement when engaging with comments or discussions about [Company Name].

5. Unacceptable Use

- Do not post offensive, discriminatory, or harassing content.
- Do not speak on behalf of [Company Name] unless authorized.
- Do not engage in arguments or escalate conflicts on public forums.

6. Privacy & Confidentiality

- Do not share confidential business information, internal communications, or unpublished data.
- Respect coworkers' privacy and do not post their images or personal details without consent.

7. Monitoring & Compliance

- [Company Name] reserves the right to monitor public social media activity referring to the company.
- Violations of these guidelines may result in disciplinary action.

8. Reporting Concerns

Report any potential breaches or concerns to your immediate supervisor or HR department.

9. Review & Updates

These guidelines will be reviewed periodically and updated as necessary to reflect best practices and legal requirements.

