

# 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- Do not share confidential business information, internal communications, or unpublished data.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.

