Sample Social Media Policy

Policy

This policy provides guidance for employee use of social media. This organization defines “social media” broadly to include online platforms and applications that facilitate activities such as professional or social networking, posting commentary or opinions, and sharing pictures, audio, video, or other content.

Keep in mind that any of your conduct that is unlawful or adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of this organization or our legitimate business interests may result in disciplinary action up to and including termination.

The Company respects your right to communicate on your own (or other employees’) behalf concerning terms and conditions of employment. Nothing in this policy is intended to interfere with your rights under federal and state laws, including the National Labor Relations Act, nor will the Company construe this policy in a way that limits such rights.

Know and Follow the Rules

Your social media activity is covered by all Company policies including, among others, the Company’s Code of Conduct, Employee Handbook, EEO, Harassment, Confidentiality, Anti-Retaliation and Internet Usage policies. You are responsible to ensure your compliance with these policies.

If you have any questions or concerns about any Company policies including this social media policy, please contact [xxxxxx] at [xxxxxx].

Be Respectful

Be fair and courteous. Be smart. Use good judgment and common sense. Act responsibly and ethically.

Be Honest

Be honest and accurate when posting information or news. If you post an endorsement of our products or services, identify yourself and that you work for Company.

Give credit where credit is due and do not violate the rights of others.

If you make a mistake, correct it and let us know as soon as possible.