

Social Media Policy

[Name of the Company](#) respects employees' interest in being active on social media and networking sites. However, activities that affect the organization's culture or reputation, inside or outside the organization, are a concern for [Name of the Company](#) when they show up on social media. This policy sets guidelines for employees' social media activity that relates directly or indirectly to [Name of the Company](#).

Purpose

This policy aims to regulate employees' social media activity about their employment outside the workplace.

It reflects the company's business culture and is designed to reduce risks such as defaming the employer or workplace online.

Scope

This policy applies to all employees of the organization.

Grievance-Related Communication

- Do not use social media to express dissatisfaction about any matter related to [Name of the Company](#).
- Do not use social media to air resentment against any employee, manager or [Name of the Company](#) itself.
- Current and former employees must not post false or misleading information about the company, management, seniors, peers, clients or vendors.
- Do not reveal or discuss any confidential information about [Name of the Company](#).
- Only officially appointed employees may represent [Name of the Company](#) on any social media platform.
- If you come across misinformation about [Name of the Company](#), bring it to the attention of [Designated Person](#) immediately.

Protecting Clients' and Partners' Information

Do not cite or refer to the company's clients or partners without their prior approval.

Publishing a client's name without permission is a severe offense and can lead to termination of the employment contract.

Communication on Public Platforms

- Do not use abusive language, personal insults or obscenity, or behave in any way that would be unacceptable under [Name of the Company](#)'s code of conduct.
- Do not verbally abuse anyone on social networking platforms.
- Do not use social platforms to comment on coworkers, managers or subordinates.
- Do not use social platforms to debate or discuss official policies or situations.

How Employees Present Themselves on Social Networks

Social media connects people regardless of their relationship with each other. The line between public and private, and between personal and professional, disappears.

Because of this, any negative perception created by an employee's actions can be linked to the company and affect its reputation.

Make sure your social media presence stays within [Name of the Company](#)'s guidelines.

Employees who violate any of these provisions will face disciplinary action.