

Social Media Policy

Definition

Social media is an important part of communicating and interacting with today's society. Some social media programs include Facebook, YouTube, Reddit, Blogger, Twitter, Tumblr, LinkedIn, and any online forum, blog or network.

_____ has no desire to limit personal creativity or freedom of expression, but employees are reminded that they are at all times linked to and representative of the company. They are therefore reminded not to engage in libelous or hateful material in social media.

Regarding the Company

While employees may reference _____ in social media, they are reminded that confidential material of any kind is strictly prohibited and the revelation of it over social media may result in termination. This includes financial information, coworkers' personal information, copyright subjects and private projects. With regards to whether or not material is confidential, confusion may be abated with one rule: **If you're not sure, don't post it.**

When referring to _____, please keep your tone professional, factual and respectful. Avoid hateful, libelous, derogatory, obscene, threatening or abusive language when speaking about the company, supervisors, coworkers, subordinates, competitors or vendors.

In any mention of _____, please include the following statement at the end of the post: "This is the sole opinion of the writer and in no way reflects the thoughts, opinions or values of _____ or its employees."

Personal Content

Employees writing about personal material unrelated to the company should still remember that they represent the company at all times, and avoid posting anything on the internet that violates the company's discrimination or harassment policies.