



Company Social Media Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to maintaining a positive and professional online presence, we have established the following social media policy for all employees:

1. Be mindful of what you post on social media platforms. Remember that your actions online reflect on the company, so please avoid sharing any confidential information or making derogatory comments about colleagues, clients, or competitors.
2. Respect copyright laws and intellectual property rights when sharing content on social media. Always give proper credit to the original creators and obtain permission when necessary.
3. Do not engage in any form of cyberbullying, harassment, or discrimination on social media. Treat others with respect and kindness, both online and offline.
4. If you are unsure about whether a post is appropriate, it is best to err on the side of caution and refrain from sharing it. When in doubt, consult with HR or your manager for guidance.
5. Remember that once something is posted online, it can be difficult to remove completely. Think before you post and consider the potential consequences of your actions.

By following these guidelines, we can maintain a positive and professional online presence that reflects well on [Company Name]. Thank you for your cooperation.

For more information on social media best practices, please refer to the official guidelines provided by the Federal Trade Commission:

<https://www.ftc.gov/tips-advice/business-center/guidance/social-media-advertising-endorsements>