

Social Media Policy Template Formal

1. Proper Noun Plural _____
2. Noun _____
3. Proper Noun Plural _____
4. Adjective _____
5. Verb Base Form _____
6. Proper Noun Plural _____
7. Proper Noun Plural _____
8. Proper Noun Plural _____
9. Proper Noun Plural _____
10. Noun _____
11. Verb Base Form _____
12. Noun _____
13. Adjective _____
14. Verb Base Form _____
15. Adjective _____
16. Verb Base Form _____
17. Proper Noun Plural _____
18. Noun _____
19. Proper Noun Plural _____
20. Verb Base Form _____
21. Noun _____
22. Proper Noun Plural _____
23. Adjective _____

24. Verb Base Form

25. Verb Base Form

26. Noun

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_____ Proper Noun Plural _____ recognizes blogs, networking sites, and other social media (collectively referred to as "social media", defined below) as possible Noun _____ to support the Proper Noun Plural _____ Adjective _____ goals. This policy applies to employees when they participate in social media as part of their job duties. It also applies to staff employees' Verb Base Form _____ in social media at any time that they give the appearance of speaking on behalf of the Proper Noun Plural _____; identify themselves as Proper Noun Plural _____ employees or as affiliated with the Proper Noun Plural _____; or discuss the Proper Noun Plural _____. Employees are responsible for the Noun _____ they Verb Base Form _____ on social media and should use good Noun _____. Employees should be mindful that the things they say or do on social media are publically Adjective _____ and Verb Base Form _____ and may be forever Adjective _____, which can be then Verb Base Form _____ to Proper Noun Plural _____. Comments, expressions, and other Noun _____ on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local, state, and federal laws and Proper Noun Plural _____ policies.

Social media definition: Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user Verb Base Form _____ content, or public or semi-public communication. Social media typically uses web-based Noun _____ to turn communication into interactive VERB. Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music- sharing, and chat, to name just a few. Examples of social media include but are not limited to the following: LinkedIn, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest, and blogs.

Being on social media on your cell phone or computer while on Proper Noun Plural _____ time, including but not limited to Facebook Messenger, Twitter, Instagram, or Pinterest, is also Adjective _____ to being on a personal call while at work. Please do your best to Verb Base Form _____ during your work hours and check these applications during personal time like lunch breaks or at the end of the day.

Violation(s) of the social media policy will be subjective to Verb Base Form _____, up to and including Noun _____.

