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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_____.

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