

# 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.

