



Social Media Policy V.1122 Effective 10.25.2020

YZ Inc.

Policy Purpose

At XYZ Inc., we recognize and welcome the global use of social media. The use of social media is a personal choice, and we do not encourage nor discourage your decision to participate. It is our goal that *all employee* social media usage protects the company's image and values. We also want to uphold and respect your personal rights of expression while using social media. For our employees who do use social media, we believe there is a right way to connect, communicate, and behave online. We want to be clear in our expectations as you use various social media platforms.

Employee Expectations

- **Adhere to company Code of Conduct Policy.** The same positive and respectful behavior is expected in your online presence as it is in your physical presence. All social media usage, personal or professional, is subject to our social media policy. See our Code of Conduct policy for details.
- **Do not take matters into your own hands.** We have a communications coordinator within the Human Resources (HR) team. Please contact the coordinator directly if you see material that may need review. You are welcome to make this contact anonymously.
 - Communications Coordinator phone - 888.888.8888 ext. 1234
 - Communications Coordinator email – www.xyz.org/smpolicy
- **Be mindful and responsible.** Bottom line, you are responsible for what you post on social media. If your posts, comments, photos, videos, etc. are brought to management, it is possible that you will be questioned.

Consequences

Due to a wide range of scenarios, we cannot provide an all-inclusive list of offenses.

Offenses to the social media policy will be handled individually. We will isolate each incident, review, and apply disciplinary steps as needed.

Failure to adhere to XYZ Inc.'s social media policy will result in disciplinary action. Please see the table for steps:

1st social media policy offense verbal warning from HR 2nd social media policy offense written warning from HR 3rd social media policy offense termination by HR

Acknowledgment

I, _____, have read and understand XYZ Inc.'s Social Media Policy. I understand that whether I mention my employer or not in my posts or comments, I am a representation of this company. My online presence must follow the conduct policies provided in the Code of Conduct Handbook.

I understand that I can contact my direct manager, HR personnel, or the Communication Coordinator if I have questions or concerns about the policy.