

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 _____.

