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**Social media policy template**

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| **Title:** | **Author:** |
| **Version:** | **Last updated:** |
| **Introduction*** What qualifies as social media
* Who the policy applies to
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| **Purpose*** Values the policy intends to uphold
* Intentions of the policy
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| **Policy guidelines*** Security best practices for social media interaction
* Protocols to follow
* Who can use official company social media accounts
* Guidelines for proper use of company social media accounts
* Guidelines for proper use of personal social media accounts in relation to the company
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| **Disciplinary policy*** Violations of social media policy that can result in disciplinary action
* Various levels of disciplinary action
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| **Emergency and contact information*** List of resources available for each aspect of the social media policy
* Names and titles of employees who handle specific aspects of the policy
* What sort of issues must be reported
* What to do if an issue arises
* How to report improper social media use
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