**Text

Description automatically generated**

**Social media policy template**

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| **Title:** | **Author:** |
| **Version:** | **Last updated:** |
| **Introduction**   * What qualifies as social media * Who the policy applies to | |
| **Purpose**   * Values the policy intends to uphold * Intentions of the policy | |
| **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 | |
| **Disciplinary policy**   * Violations of social media policy that can result in disciplinary action * Various levels of disciplinary action | |
| **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 | |