***SOCIAL MEDIA POLICY***

The following policy is designed to give staff guidance about accessing and posting to social media sites, but is not an exhaustive guide and where no guidelines exist, you should use your professional judgement and/or consult with your manager or supervisor for guidance.

**Personal Use:**

Please refer to your employee handbook on our personal use of websites and confidentiality.

You should ensure that personal social media accounts have a clear disclaimer that they represent your own views and that you are not writing on behalf of the company.

Confidentiality, data protection and copyright laws apply to anything which you post, including information which you may have access to as part of your job. Breaches of confidentiality will result in disciplinary action and may result in termination of your contract.

You should maintain a professional approach towards (but not limited to): the company, your colleagues, clients, other agencies and suppliers who we work with. Any disrespectful or libellous comments may result in disciplinary action and/or termination of your contract.

Logos/trademarks may not be used without written consent.

**When posting on our behalf:**

All official social media accounts should be set up with written permission from [SOCIAL MEDIA MANAGER] and you should forward them the username, password, email address and profile page of the account which you have created so it can be stored centrally.

Only authorised people may post from these accounts.

All information posted must comply with our confidentiality policies. This includes (but is not limited to) client confidentiality, proprietary information which you may have access to as part of your job, and video or photos of the office or your working environment.

Copyright laws must be complied with including using images, music or photos in any online content.

At all times: Remember that you are representing the company.

SIGNED BY:

DATE