Social Media and Public Communication Policy

# Introduction

This policy governs how employees engage in social media and public communication related to the company, to safeguard reputation, confidentiality, and compliance with applicable laws.

# Scope

Covers all employees posting on personal or professional social media about the company.

Applies to media interviews, conferences, and online forums.

# Personal Use

Employees must clarify that personal opinions do not represent the company.

Confidential information must not be shared online.

# Official Communications

Only authorized spokespersons may speak publicly for the company.

All media requests must be directed to the PR department.

# Code of Conduct

Avoid offensive, discriminatory, or harassing content.

Respect copyright, trademark, and other IP laws.