

Social Media Policy

'Name of the Company' respects employees' curiosity to be active on social media and networking websites. However, activities that affect the organization's culture or reputation, whether done inside or outside the organization, displayed on social media are a concern for 'Name of the Company.' Thus, this policy contains a set of guidelines for the employees towards social media activities that are directly or indirectly related to 'Name of the Company.'

Purpose

This Policy aims to regulate employees' social media activities about their employment external to the workplace.

The policy shows the business culture and is designed to decrease risks such as 'defaming' their employer or workplace online.

Scope

This Policy applies to all the employees of the organization.

Grievance Related Communication

The employee should not use social media to express discontentment against any matter related to ['Name of the Company.'](#)

The employee should not use social media to address resentment against any employee, manager of ['Name of the company.'](#) or the company itself.

Current or Ex-employees are abstained from posting false or misleading information about the company, management, seniors, peers, clients, or vendors.

Any employee must not reveal or discuss any confidential information about the ['Name of the Company.'](#)

Only the officially appointed employees shall represent ['Name of the Company'](#) on any social media platform.

If any employee comes across any misinformation about the ['Name of the Company.'](#) they must immediately bring it to the attention of ['Designated Person.'](#)

Protecting Clients' and Partners' Information

The employee should not cite or reference the company's clients or associated partners without their prior approval.

If the employee publishes the clients' names without their permission, it will be considered a severe offense and can terminate the employment contract.

Communication on Public Platforms

The employee must not use abusive language, personal insults, or any obscenity or engage in any behavior that might be unacceptable as per the ['Name of the Company's'](#) code of conduct.

The employees must not use verbal abuse on social networking platforms.

The employee should not use social platforms to comment on coworkers, managers, and subordinates.

The employees should not use the social platform to debate or discuss official policies or situations.

Consideration of How Employee Present Themselves in Online Social Networks

Social Media is a place where people are connected irrespective of their relationship with the other person. The line between public-private, personal-professional relationships is erased on social media.

It is due to this reason that any negative perception generated through their actions can be related to and have effects on the company's reputation.

The employee should make sure that their social media presence is well within the guidelines of the ['Name of the Company.'](#)

If any of the provisions are violated by the employee, he will have to face disciplinary actions.

A promotional banner for factoHR. On the left, the logo and tagline "factoHR HR Solution for Growth" are displayed above the text "Simplify your HR and Payroll with factoHR Solution". Below this is a yellow button with the text "Schedule Demo". The right side of the banner features a blue background with white icons: a calendar with an 'x', a clock, a bookshelf with books, a desk lamp, a computer monitor showing a document, and a white mug.