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## Sample Social Networking Policy

The following is the company's social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
2. Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the company, other employees, customers, partners, and competitors.
4. Social media activities should not interfere with work commitments. Refer to IT resource usage policies.
5. Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of our company.
6. Do not reference or site company clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.
7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
8. Company logos and trademarks may not be used without written consent.

Remember that this is only a sample and framework for social media policies. In developing policies and procedures for your company, you should tailor the language to reflect the culture and the company environment. Depending on the usage of social media, policies should be more or less explicit, particularly in defining terms.

This policy was originally posted [here](#).

*For more sample social media policies, check out the [Social Media Policies Toolkit](#), which provides a straightforward set of documents that you can put to use immediately at your organization. It's an ideal starting point for designing policies for social media websites and their use within your company. It includes straightforward guidelines on the procedures for maintaining company-branded social media content on the top sites*

*today, including Facebook, Twitter and YouTube. Plus it helps you define the rules for employee's personal use of social media at your company.*