

Social Media Conduct Reminder

Dear Team,

As we continue to represent our organization online, it's important to adhere to our social media conduct guidelines. Please keep the following reminders in mind:

- Be respectful and professional in all your communications.
- Do not disclose confidential information about the company or clients.
- Use appropriate language and avoid offensive content.
- Always credit original sources when sharing information.
- Engage positively and constructively with others, even in disagreements.

Let's continue to build a positive online presence for our organization. Thank you for your commitment to these guidelines.

Best regards,
[Your Name]
[Your Position]
[Company Name]