

Social Media Conduct Rules for Staff

Date: [Insert Date]

Dear [Employee's Name],

As part of our commitment to maintaining a positive and professional work environment, we have established guidelines regarding social media conduct for all staff members. Please review the following rules carefully:

- **Professional Representation:** Always represent the company in a professional manner when discussing work-related topics.
- **Confidentiality:** Do not share confidential or proprietary information about the company, colleagues, or clients.
- **Respect and Kindness:** Treat others with respect and kindness; avoid posting negative comments about colleagues, clients, or competitors.
- **Compliance with Company Policies:** Adhere to our company's policies regarding harassment, discrimination, and workplace behavior.
- **Personal Views:** Clearly distinguish personal views from company views when sharing on personal accounts.
- **Monitoring:** Be aware that your online activities may be monitored, and your conduct should reflect the standards of our company.

Failure to adhere to these guidelines may result in disciplinary action. Thank you for your attention to these important rules.

If you have any questions regarding these rules, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Position]
[Company Name]