

Employee Social Media Usage Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Agreement Terms

As an employee of [Company Name], I understand the importance of maintaining a positive and professional online presence. This agreement outlines the expectations for my use of social media in relation to my employment.

Guidelines

- I will represent [Company Name] positively and professionally on all social media platforms.
- I will not disclose confidential company information, including client details and internal processes.
- I will not engage in any form of online harassment or inappropriate communication that could reflect poorly on [Company Name].
- I will seek permission before posting company-related content or images that represent the organization.

Consequences

Failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment.

By signing below, I acknowledge that I have read and understood the Employee Social Media Usage Agreement and agree to adhere to its terms.

Employee Signature: _____

Date: _____