

# Code of Conduct for Social Media Use in the Office

## Creating Personal Accounts

- Be very clear whether you will be using your personal account for personal, professional or both kind of use.
- You are free to have a personal social media account that will be entirely person with no mention of the company name. In this case, you can use your account as you like.
- Always keep in mind following the code of conduct while using social media, even when you are using your personal account for posting personal content.

## Creating Professional Accounts

- If you choose to use social media account that links with the company, you must abide by the rule.
- Mention your role at the company in your biography but also make it clear that it is not a corporate channel but an individual channel.
- Do not include the name of the company in the name of your profile.
- Do not use the name of the company in your avatar.
- You are not allowed to share the client confidential content.

## Responsibility of Content

- Whatever you are going to post on social media, you will be responsible for your words.
- Speak as an individual.
- Be transparent in giving your name

## Conduct

- Your conduct should be in synch with the business ethics of the company.
- Keep a respectful tone.
- Do not behave in a manner that is not acceptable at the workplace.

## Confidentiality

- Do not share any information online that you are not going to be sharing with clients or competitors.
- Do not violate any of the non-disclosure obligations.
- Do not disclose any piece of information about colleagues etc.

There are many benefits of using social media in the workplace and therefore, using social media in the workplace to communicate and otherwise must be clearly defined.

<https://www.yourhrworld.com/formats/others/social-media-code-of-conduct/>