

# FACEBOOK & SOCIAL MEDIA POLICY

---

Facebook and any other social media are for you to be social with your friends and family, not with clients or other staff.

There are occasions when clients will find us on Facebook and send us a friend request, you are NOT to accept these requests and keep your Facebook page private.

Clients don't need to be seeing what you are doing on the weekend or whom you are when you aren't in the salon.

We want to keep as professional as possible at all times with clients.

You are not to search for clients on social media and connect with them there under any circumstances.

Keep your personal life private and your salon life professional. Do not let them cross.

If a client asks why you didn't accept their friend request you just need to state that you keep your Facebook just for family and friends.

If you are found to have contacted clients via social media you will be issued with a written warning.

If you are found to have been soliciting clients from social media to perform services on, it will be grounds for instant dismissal.

Staff Name	Date	I have read through and agree with all aspects of this Policy

