

# Social Media Communication Compliance Checklist

## Content Compliance

- ☐ Message is factually accurate and not misleading
- ☐ No confidential or sensitive company information disclosed
- ☐ All images, videos, and content comply with copyright/licensing
- ☐ No explicit, offensive, or inappropriate language
- ☐ No personal data shared without proper consent

## Brand Guidelines

- ☐ Brand logo and visuals are used appropriately
- ☐ Tone and messaging align with brand voice
- ☐ Official links provided where necessary

## Legal & Regulatory

- ☐ Required legal disclaimers included
- ☐ Appropriate sponsorship/ad disclosures made
- ☐ Complies with local and international regulations

## Approval & Record

- ☐ Content reviewed by appropriate stakeholders
- ☐ Copy/record of the post archived

## Notes