CEESP NET ETHICS POLICY

General Principles:

- **Face-to-Face** – Communicate as if you are speaking to the recipient(s) face-to-face – posting to emails lists become impersonal in that you don’t see the reaction of your comments on the other person’s face, but if you write in the same way that you would convey a message to them face-to-face you are more likely to achieve the right tone.

- **Respect** – Everybody has a right to his/her opinion - respect other people's comments and ideas even if you disagree with them. You can argue intelligently and passionately about an issue, but don't personalise the disagreement and refrain from making demeaning comments.

- **Consent** – If you are forwarding a discussion thread that includes the names and emails of contributing authors, ask their permission first before forwarding.

- **Go-Offline** - Take continuing discussions where only a few people are exchanging views off into separate side groups whenever possible, as a courtesy to the other members who do not want their inboxes filled with list messages.
• **Adding value** – Keep to the topic under discussion and limit postings to the full list when you have something new to add to the conversation. Messages sent to a List of 300 people that simply says ‘I agree’ fills in-boxes and annoys recipients.

• **Unacceptable** – The following are not acceptable forms of communication at any time on CEESP lists; vulgarities; Offensive, slanderous, obscene and/or insulting comments; Threats and harassment; Personal attacks; Discriminatory, racist and/or sexist comments; or Comments that incite violence and/or hatred.

• **Technology equity** – When forwarding large documents, files and images be mindful that not everyone has access to high-speed internet or is able to download large files. Wherever possible, provides links or offer to send to those interested.

• **Consequences** - If a credible complaint is received from list members about the list behaviour of another member, the offending member will be informed of the issue by the relevant Theme/Regional Vice-Chair and removed from the list if they do not desist from the behavior that was offensive to other members.

The CEESP Net Ethics Policy was adopted by the CEESP Steering Committee in Jeju, South Korea on 5 September 2012, to ensure that communications on CEESP Theme and Regional Email lists, as well as on other CEESP network email lists, follows due protocols of respectful communication and appropriate use.