



## Rules and Guidelines for Communities

Communities are online discussion forums for the whole CIEHF membership as well as Regional Networks and Sector Groups. To ensure the best possible experience for all members in these Communities, we've established some basic rules and guidelines for participation. By joining and using any Community, you agree that you have read and will follow these rules and guidelines.

### Community Rules

#### What you must do:

- Respect others. Focus on the content of posts and not on the people making them.
- Respect the purpose of Communities as a whole. Only use them to share successes, challenges, constructive feedback, questions and ideas.
- Respect the purpose of each Community. Only post content that relates to that Community.
- Respect intellectual property. Only post content that you have personally created or have permission to use and have properly attributed to the content creator.
- Ensure that any links are posted in full so readers can access them properly.

#### What you must not do:

- Do not post sales pitches or any other form of advertising for products or services in any Community.
- Do not advertise or promote chargeable events in any Community.
- Do not post any job advertisements in any Community.
- Do not actively seek employment in any Community.
- Do not post or upload any defamatory, abusive, profane, threatening, offensive, or illegal material.
- Do not be overly critical when discussing products. Posts and library resources in open Communities are available for all members to see, and comments are subject to libel, slander, and antitrust laws.
- Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Do not post the same material in multiple Communities.

#### What we will do:

- In order to preserve an environment that encourages polite, constructive and fruitful dialogue, we reserve the right to suspend or terminate membership of our Communities for anyone who violates these rules.
- To foster open sharing, we will not edit or monitor posts for content, but if any inappropriate content is flagged for moderation or otherwise brought to our attention, we will take action.
- We reserve the right to remove posts that are deemed to break these rules.

## Community Guidelines

- Please state concisely and clearly the topic of a new thread in the subject line. Clear topic titles enable members to respond more appropriately to you and it's also easier for them to search posts by subject.
- Please keep Communities tidy by ensuring your post is relevant to the purpose of that Community.
- Please do not change the topic of an existing thread by posting something off-topic. If you have something to say on another topic, start a new thread.
- There's no such thing as a stupid question. Please be polite and constructive in your response to other members at all times.
- If you see any comment or resource that you think is inappropriate (it doesn't adhere to Community standards or rules), please flag it for moderation.
- Please do not post administrative messages, such as "Remove me from this community", to the group. Instead, use your Contact Preferences in My Account > My Profile to change your settings or use the Community webpage to remove yourself.

## Legal Guidelines

The Communities sites are provided as a service for the members of the Chartered Institute of Ergonomics & Human Factors ('the CIEHF'). The CIEHF is not responsible for the opinions and information posted on this site by others. We disclaim all warranties regarding information posted on this site, whether posted by the CIEHF or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall the CIEHF be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

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Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

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