

RULES FOR A WHATSAPP GROUP

At the outset everyone must consent prior to being put into a WhatsApp Group as their telephone number will be visible to all within the group, and personal telephone numbers cannot be communicated without consent.

1. This is a workplace group. It has been set up by [INSERT], who will act as administrator. They are not “moderators”.
2. This group is intended as a convenient way to distribute information to colleagues quickly and efficiently and for colleagues to communicate easily with each other regarding work matters
3. Such a group is set up in a spirit of informal communication amongst a group of persons sharing the same common interest. In keeping with that spirit, it is not the intention that there ought to be an overly legalistic attitude towards its operation. However, the following ought to be adhered to:
 - a. The group is not to be used to discuss non-work related issues.
 - b. The group should not be used to express personal opinions or post private messages.
 - c. Any opinions expressed are the opinions of individual members. Group administrators are not responsible for any comments posted by individual members of the group.
 - d. It is not necessary to respond to every post unless it is requested e.g. RSVP. When a busy user gets too many notifications, there is the chance that they will turn off the notifications, which undermines the efficiency of the facility.
 - e. If your message is not relevant to the majority of group members, please message the person directly rather than the entire group.
 - f. Inappropriate posts include using inappropriate language, insulting messages, voicing grievances with the workplace or with individual members of the group.
 - g. No comments should be made regarding colleagues, management, the Board, work policies or events.
 - h. In the event that there is a breach of any of the rules, the group administrator reserves the right to remove the transgressor from the group.
 - i. By participating in the this WhatsApp Group, you agree to these group rules.
 - j. Participation is not obligatory and if you join, you have the option of leaving. We would hope that all participants can see the usefulness of the group and will co-operative accordingly.
4. Respect everyone’s privacy – being part of this group requires mutual trust

