

Electronic Communications Etiquette

The benefit of electronic communication, such as WhatsApp, is that it is almost instantaneous. This, however, can give rise to issues if care and thought is not taken.

Our WhatsApp groups are for u3a members only and for matters relating to the specific interest group.

- Avoid posting messages before 8.00 a.m. or after 10.00 p.m. unless in an emergency. Alerts from mobile phones as a result of a posting may cause concern or irritation if very early or very late
- Be polite, considerate and respectful when posting a message: consider how other members might read and interpret your comment. Only post content you would feel comfortable that could be said directly to a member without causing offence
- Respect the opinions of other members
- Respect the confidentiality of members' personal details
- **Consider if the content is pertinent to the group, not just social chit chat**
- Observe the right to one's own picture; do not send pictures without the consent of the members to be seen in them
- Consider whether it is most appropriate to post to the whole group or just to an individual member
- Please be clear about an event you are posting – vagueness leads to confusion. Avoid phrases such as "next week" or simply "Friday". These may be read long after the posting
- If you have an issue with anything posted on WhatsApp, please raise it separately and directly with the WhatsApp Administrator for that Group
- In the event of the misuse of a WhatsApp group, the Committee reserves the right to expel an individual member from the WhatsApp group or suspend the WhatsApp group

Margaret Hemming
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