

Code	WA.001
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Prepared by	Stuart Hanson
Approved by	Dorian Roberto Ramirez Sosa
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Contact Officer	Stuart Hanson
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Direct Mediation Services (DMS) WhatsApp Group Terms & Conditions

I agree to being put into DMS's WhatsApp Group and understand that my telephone number will be visible to all within the group.

1. This is a workplace group. It has been set up by Direct Mediation Services, who will act as the 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 DMS mediators 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 post private messages. If you accidentally do post a private message, please remove immediately.
- 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. 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. Also note that illegal, obscene, defamatory, threatening, intimidating, harassing, hateful, racially, or ethnically offensive, or instigate or encourage conduct that would be illegal, or otherwise inappropriate, including promoting violent crimes, will not be tolerated and will be dealt with in accordance to DMS's Grievance and Disciplinary Procedure and you may be removed from the group without warning.
- 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.

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- i) By participating in 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 cooperate accordingly.

4. Respect everyone’s privacy – being part of this group requires mutual trust and the content which is posted is confidential and never to be forwarded to any third parties. The use of the group’s data for any purpose is prohibited and must not be copied resupplied or otherwise published. You must not make unsolicited contact, threaten or abuse other members of the group this may result removal from the group without warning.

5. **Time of Communication.** In the group we have a cut off time for sending messages:

AFTER 22:00 AND BEFORE 08:00

Please do not post messages on the group during the cut off times, as you may be removed from the group.

Declaration

I have read, understood and agree to the terms and conditions listed above regarding the DMS WhatsApp Group.

Signed:

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