



## ASLIA Website Code of Conduct Policy

### Introduction:

Whilst we understand that some members may feel that all rules and guidelines must be explicitly stated and those who feel that written rules are inherently inadequate to cover every possible variation of problematic or disruptive behaviour, the following guidelines must be adhered to when visiting the ASLIA website.

ASLIA acknowledges that we all have different views, perspectives, and backgrounds, sometimes varying widely. Treating others with respect is the key to collaborating effectively on this website.

### Website Guidelines:

The key to the integrity of abiding by the ASLIA website Code of Conduct Policy lies with all of us as follows:

- A member who acts against the spirit of our website may be reprimanded, even if no rule has technically been violated. This may include suspension or cancellation of website account membership. Any personal attacks, discrimination, harassment, abuse, foul language or stalking will incur instant cancellation of membership.
- All members are invited to contribute to discussions and add content to the site. However you must do so in good faith, show civility, be polite, argue facts not personalities, make others feel welcome, create a friendly environment, treat others as you would want to be treated, give praise where it's due, respect copyright, intellectual property and plagiarism guidelines and be prepared to apologise and forgive!
- All contributions will be monitored by the Site Administrator.
- The final decision to accept, reprimand or cancel online memberships lies solely with ASLIA and their decision is final.
- All site material is owned by ASLIA and should not be used without prior permission.
- Any views expressed in message boards, forums and members notes represent the opinions of the author, and do not necessarily represent the opinions of ASLIA.
- Any complaints about members' conduct or ASLIA Site Content or Administration should be directed to the ASLIA Site Administrator in the first instance.
- All members should be aware of the 'Privacy Statement – ASLIA Website' that governs the collection of Personal Information.

### Submitting Content

Registered Members of the site may be given Publisher approval to add contribute and add/edit content on the site.

### Definition of Content

*Content* is defined as all material (including text, graphics, tables, equations, audio, and video) and menu/directional icons, bars, indicators, listings, and indexes. These principles

also address functions that support content (e.g., links, navigation, searches, and calculations).

The language complexity of the content should be appropriate for the site's audience. Content should be reviewed for grammar, spelling, and composition before posting.

Sources for specific content should be clearly identified (i.e., author by-line or names of individual, organisational, departmental, institutional, agency, or commercial provider/producer).

Affiliations and relevant financial disclosures for authors and content producers should be clearly indicated.

Individuals who post content in online discussions, chat rooms, and e-lists should be instructed to disclose financial interests and commercial funding or affiliations related to the subject of the posted content discussion, chat, or list.

Reference material used to develop content should be cited in a manner appropriate for the site's audience.

### **Review**

Content will be reviewed by the Site Administrator for quality (including originality, accuracy, and reliability) before posting. Any material deemed inappropriate will not be posted