

## IAQG DIGITAL CODE OF CONDUCT

As the IAQG progresses, the use of digital communications (virtual meetings, email, social media, etc.), it is important that all members/participants adhere to the IAQG Digital Code of Conduct, establishing communications in a clear and professional manner.

### **VIRTUAL MEETINGS**

As an international organization, virtual meetings are an essential way of conducting business and collaborating with members and industry peers. For those utilizing IAQG-provided collaboration tools (TEAMS, WebEx, etc.), they should only be used when conducting IAQG business.

- Meeting Rules
  - o All virtual meetings, collaborations and phone meetings are to be conducted in accordance with IAQG Policies. The policies are summarized in the form of Meeting Rules ([written](#) and [video](#)). While all members/participants are expected to abide by the Meeting Rules, the leader/facilitator is responsible to manage the meeting accordingly.

### **EMAIL**

Communicating with members and participants, or with industry peers on behalf of the IAQG is essential to our work and progressing the IAQG. For those who received an IAQG.org email address, this email account should only be used when conducting IAQG business.

- Work-related Use
  - o The IAQG email may be utilized for all IAQG business without limitation. This includes signing up for newsletters and online services that will assist in committee responsibilities.
- Logo Use
  - o As the iaqg.org email is for IAQG business, logos/naming conventions other than IAQG logos are not to be linked or associated to the email.
- Non-Work Related Use
  - o The iaqg.org email is only to be used for work related emails. For personal or corporate related use, utilize your personal or company email account.
- Content forgery
  - o No email communication may be sent that appears to originate from another person, with the intentions of deceiving the recipient.

- Menacing and Harassing Emails
  - o No email may be sent that is abusive, harassing, or threatens the safety of a person or persons.
- Privacy
  - o The [IAQG Privacy Policy](#) prohibits an individual from accessing or attempting to access an email intended for another member/employee without his/her permission.
- Network Security
  - o Be suspicious of unknown links or requests sent through email
  - o Don't open email attachments from unknown sources unless verified from a confirmed sender
- Email Etiquette
  - o Include a clear subject matter
  - o Use an appropriate greeting
  - o Be wary of using humor or colloquialisms across cultures
  - o Reply in a timely fashion
  - o Be sure to always correspond in a professional manner
- Email Signature
  - o When utilizing the IAQG email, please apply a standard signature with the following format

Name  
*IAQG Title, Committee*  
COMPANY/ORGANIZATION  
<https://iaqg.org>

## SOCIAL MEDIA

At IAQG, we understand social media can be a rewarding way to share achievements and opinions with fellow members and industry peers around the world. However, the use of social media also presents risks and carries a certain amount of responsibility. To assist in making responsible decisions about social media use, the following guidelines have been established for appropriate use as they pertain to the IAQG.

- Disclose the IAQG Affiliation
  - o Discussions specific to the IAQG and its initiatives must disclose your affiliation with IAQG.
- State if it is a Personal Opinion
  - o Unless authorized to speak on behalf of IAQG, comments are to state that views regarding IAQG initiatives are personal views and not those of the IAQG.
- Confidential Information
  - o Do not publish, post, or release information that is considered confidential or of legal issues.

- Act Responsibly and Ethically
  - When on social media or in online communities, don't misrepresent personal position (for example: saying you are the president when you are not).
  - Don't post or say anything you wouldn't want others to see/say to you.
- Honor Our Differences
  - IAQG will not tolerate discrimination.
- Retaliation is Prohibited
  - When viewing negative comments on social media about IAQG, do not make negative comments against that person.
- Protect Yourself
  - Be careful with personal information exposed online.