



## WhatsApp group agreement

- The group has been created for UNISON members to stay in touch with and support each other, please keep the conversation focused on work and union issues.
- This group should help you stay in touch with your union branch and members, find out about union activities and get information to help you at work. It is not the right place to air grievances about your employer, work colleagues or other members. Keep it factual.
- Don't be abusive or make accusations about your employer on the group.
- Avoid chatting about issues that could upset or offend others. Not everyone shares the same sense of humour or political views. Keep the chat on topic.
- Posting multiple messages in group on the same day needs to be justified to the group admin, or it will be considered spam.
- Do not post forwarded or chain messages. "Forward this message to 10 people within three minutes" etc.
- Respect others in the group and the group admin. We're here to support each other - we've got enough problems outside the group.
- Don't share irrelevant forwarded audio, videos, photos, messages, or jokes in the group.
- The group admin reserves the right to remove members from the group.
- If you have an issue with a group member, don't get into an argument on the chat.
- If you need to report a group member's behaviour, private message the admin.
- If you start to get into a friend chat with another group member, take the conversation outside the group.
- If you want to direct a question to a specific person on the chat, use the direct reply option.
- Use the privacy settings so only your contacts, not the group, see your profile and status. WhatsApp > Settings > Account > Privacy - select 'my contacts' or 'nobody'.
- **Any harassment, bullying or offensive behaviour will mean instant removal from the group.**

Thanks for joining the group. If you have any questions about the group, just ask the group admin!