

HEI Peer Assisted Transition Community of Practice

CODE OF PRACTICE

Be kind and courteous

We are all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

Be aware of peoples down time.

If a vibrant discussion is continuing, please be mindful of the "quiet hours" of 6pm-9am and do not add further comment between these hours. We all have lives and work and it can be over-demanding on all to keep up and be involved without proper rest.

If discussion orientates around a decision, please allow 48 hours between the initial request and any resolution. This period of time excludes weekends (so a query raised at 5pm on Friday cannot be decided until 5pm on Tuesday).

If a topic provokes a deep reaction with you please make sure you respond in a measured way. Sometimes passion can be a downfall in online exchanges, as we cannot see facial expressions or hear tone of voice to help us interpret or express what is being communicated.

The group administrator reserves the right to "pause" a hot topic or divisive issue until such time as a meeting/conference call can be arranged to talk things out in a more appropriate forum.

No hate speech or bullying

Make sure everyone feels safe. Bullying of any kind will not be tolerated, degrading comments about race, religion, culture, sexual orientation, gender or identity cannot be accepted. Any name calling / insulting comments will be deleted by admin and if it continues admin will be left with no alternative but to remove the member from the group.

No promotions or spam

Give more than you take from this group. Self-promotion, spam or irrelevant links are not allowed.

Share fairly

This forum has been established for like-minded practitioners to ask questions, share ideas and concerns, and to learn and develop from each other as peers. Ideas, documents and materials shared on this group will be stored in a Google Drive folder that all participants have free and unrestricted access to.

If you use other people's materials, please credit them.

If you learn from using materials, please share constructive feedback.

If you choose to share something, please know that your generosity is appreciated, and that no one should be judging or picking holes in your work.

Read the Community of Practice terms of reference

Please read this BEFORE posting. These policies are ongoing and enforced by the Administrator.

Respect everyone's privacy

Being part of this group requires a mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

Please do not mention individuals not in the group by name or share information / emails not already in the public domain.

Please do not screenshot anything in the page and share with others outside of the page. Member's personal information (name and photos) will appear alongside anything they may have felt they were sharing or commenting on in the group alone.

No surveys or questionnaires without Admin approval

Please PM any of the Admin team before posting a survey or questionnaire (even for research purposes) in order to receive and agree to the terms and conditions for same.