

IWFM Community groups forum rules

Please read these rules before posting or commenting on the Community groups forum. They are designed to ensure the forum remains welcoming, professional, vibrant, and useful for all users.

Any post or comment found to break these rules will be removed and the author may face further action, including but not limited to being removed from the forum.

Forum moderation decisions, including any further action that may be taken, are at IWFM's discretion; however, **all users** are expected to support this process by reporting any inappropriate content, language, or behaviours.

Forum users are responsible for their own posts and comments; they do not represent the views of the Institute.

- **RULE 1:** All posts and comments must clearly relate to workplace and facilities management.
- **RULE 2:** To help foster and maintain active and engaged groups, users should prioritise making posts that encourage participation from other users, such as by posing a question, asking for opinions, or creating a poll and discussing the results. Posts that are less engaging, such as those made for sharing information or event registration links, are important but should not constitute the majority of any group's posts.
- **RULE 3:** Users should be professional and respectful towards others at all times. Posts and comments must not contain content or language that is unlawful or that others could deem offensive, abusive, intolerant, discriminatory, threatening, or otherwise objectionable.
- **RULE 4:** No spam or multiple logins allowed for the purpose of disrupting any of the forums of annoying other users. Any post or comment deemed to be spam will be removed and, depending on the circumstances, the author may be removed from the forum. Spam can include:
 - repeating the same post or comment
 - irrelevant posts or comments
 - promotion of a product, service or company
 - invitations to connect on other platforms
 - users making comments on their own post to 'bump it' to the top of the group.
- **RULE 5:** It is the sole responsibility of users to ensure they comply with UK data protection law. Users must not share personal data or secure company information in any form.

Please note that the posting of external job vacancies is not sanctioned in this group, will be removed. We may, however, from time to time, share selected vacancies to join Region or SIG committees or vacancies that are currently being advertised in Facilitate Magazine or on [facilitatemagazine.com/jobs](https://www.facilitatemagazine.com/jobs). Any recruitment advertising enquiries for Facilitate Jobs should be addressed to the recruitment team on +44 (0)20 7880 7665.

If you have any questions about the Community groups forum, please get in touch with the Membership and Engagement team by emailing engagement@iwfm.org.uk.