

# WORKPLACE FORUM AND COMMUNICATION POLICY MEDIA POLICY

## 1. PURPOSE

The Provence Marinaside internal forum is a professional tool designed to facilitate knowledge sharing, project collaboration. This policy ensures that the chats/discussion threads remains a safe, productive, and inclusive environment for all employees.

## 2. CORE PRINCIPLES OF ENGAGEMENT

**Professionalism:** All contributions must align with our Employee Code Of Conduct Treat others with dignity and respect, as you would in a face-to-face meeting.

**Constructive Feedback:** questions/concerns is allowed, but it must be focused on ideas, not individuals. Use "I" statements to share personal perspectives rather than making broad generalizations.

**Confidentiality:** Do not post proprietary information, employee/guest information, or sensitive internal documents on any chat or forum.

## 3. FORUM RULES (ZERO TOLERANCE)

The following behaviours are strictly prohibited and will result in immediate moderation and potential disciplinary action:

**Harassment & Bullying:** Any content that is discriminatory, offensive, or targets an individual's race, gender, religion, or identity.

**Defamation:** Posts that intentionally harm the reputation of a colleague, client, or the company.

**Malicious Disruption:** "Trolling," intentionally inciting anger, or spreading false rumours that damage morale.

**Privacy Violations:** Identifying a staff member by name in a negative context or sharing their personal contact information.

## 4. BEST PRACTICES FOR DAILY USE

**Stay on Topic:** Ensure your comments address the specific topic of the thread or channel to keep discussions efficient.

**Read Before You Post:** Check previous comments to avoid repeating points already made.

**Brevity is Key:** Keep posts concise to respect your colleagues' time.

**Tone Management:** Avoid using all caps (considered shouting) or excessive sarcasm, which can be easily misinterpreted in text.

## 5. MODERATION AND REPORTING

**Active Moderation:** The forum is monitored by (Provence Management). They have the authority to remove off-topic or harmful content and provide feedback to the author.

**Reporting:** If you encounter behaviour that violates this policy contact [Provence management] directly. Do not engage with or escalate the conflict publicly.