

The Professional Commons Email Group

Management Regulation

1. Email Group Objective

- The platform is for members to exchange information and opinions on professional development, public policy, initiatives for the betterment of Hong Kong, and other topics relating to the mission of the Professional Commons.

2. Confidentiality

- Professional Commons Email Group is private. It cannot be searched and viewed by the public. Only subscribers can read and post in the group.
- Subscribers should not disclose the communication of the email group to any third parties.

3. Subscription and Unsubscription

- Any general member or full member of the Professional Commons is eligible to subscribe to the email group.
- Subscribers should use the subscription form provided by the administration office
- Subscribers can unsubscribe any time by send the request to the administration office

4. Rights and Responsibilities of Subscribers

- Subscribers have the right to read the posts, create or reply posts, and upload attachment using available facility of the email group
- Subscribers can change the mode of message reception as supported by the email group.
- Subscribers should update the administration office in case they change email addresses of subscription.
- Subscribers should abide to the regulation as stated in this document.

4. Administration

- Administration office maintains the email group, the subscriber list and subscription records.
- Administration staff can read the posts, create or reply posts of the email

group as required by the nature of work.

5. DOs and DONTs

- **Do observe the objective of the email group**

- **Do not post "offensive" posts, links or images**

Subscribers should observe the "Be Polite" rule seriously. Do not post anything which is offensive, hateful, racist, sexist, discriminatory, obscene, vulgar or in violation of domestic laws.

- **Do not spam or self-promote in the forums**

The group is not for marketing of any products/services, nor for self-promotion.

- **Do not post copyright-infringing material**

Do not attach, or otherwise post any copyrighted material which you are not free to redistribute (subject to the licensing terms of the specific item). Any posts or threads found in violation of this rule will be deleted.

- **Do not cross-post irrelevant messages**

Cross-posting refers to posting new duplicate threads or posts, or the linking to threads or posts across multiple forums, mailing lists, newsgroup. Cross-posting irrelevant messages not of interest to the Email Group, or spamming in the mail group for any purpose will damage the value of the email group.

6. Disciplinary action

Violation of this regulation could lead to different penalties depending on the degree of abuse:

- Issuing warning to the abusing party;
- Removing email messages related to the abuse;
- Suspending email access partially or totally for a period of time;
- Terminating subscription permanently.

Subscriber not agreeing to the adjudication of the administration office can appeal to the Strategic Committee of the Professional Commons. Before a decision is made by the Strategic Committee, the adjudication of the administration office is in force.

7. Enforcement of Regulation

- The Strategic Committee authorize the administration office to regulate the email group according to this regulation. The Strategic Committee is the highest authority of enforcement.

8. Amendment

- Amendment of this regulation shall require approval of the Strategic Committee. The Regulation should be published on the ProCommons website or other accessible ways.