



## **Code of conduct**

---

This code of conduct defines voluntary rules of self-control for the internal and external area of the ENETOSH web-platform. Unless otherwise indicated, the terms "member", "partner" and "user" describe the function of a person defined under paragraph 2.

As long as there is no discrepancy with the context, words standing in the singular also count for the plural, and vice versa, and references to one gender include references to each other gender.

### **1. Definitions**

#### 1.1 ENETOSH platform

The ENETOSH web-platform is a database-driven web site generated by a content management system presenting examples of good practice in occupational safety and health provided by partners from all over Europe.

This code of conduct refers to the internal area, the "voting-section" inside the GOOD PRACTICE area and the WHO IS WHO database.

#### 1.2 Internal and external area

The platform features an external (public) and an internal (non-public) area. A login is required for access to the internal area.

#### 1.3 WHO IS WHO

This area is a partner database, which offers information about the partners and their associates, including contact information.

#### 1.4 Members

A member is a user of the platform, with a login for the internal area.

#### 1.5 Partners

A partner is an organisation or member of an organisation that is a partner of the ENETOSH project.

#### 1.6 Users

A user is a visitor on the web-platform, who does not have a login for the internal area.

### **2. Login**

Partners or their associates can ask the operator of the platform for a user name and password. With this login, the partner is able to access the internal area of the platform on the web site and hereby becomes a member.

Inside the internal area, every member can upload documents and files and download documents and files available from other members.

For the WHO IS WHO database, users can create a login by themselves by registering. Users can archive information about themselves and their work in the database.

Both the internal area and the WHO IS WHO database can be edited by the operator of the platform.

### **3. Voting**

Each good practice example can be rated by the users. The so-called "voting" function can be used for this. By clicking "vote" in the GOOD PRACTICE area, a new window pops up, which enables the user to rate in five different grades. In addition, he can write a comment to account for his rating. The result of this rating process is called "ranking", and can be seen by all web site visitors. The rating comments can be read by visitors as well.

Essential for the voting is: each user should think twice, if and how he wants to rate an example of good practice. This is important, because the voting can not be undone and flows into the ranking anyway. This ranking will be considered as an example by later visitors, of course.

The rules of the „Netiquette“ (see below) apply to these comments.

#### **4. Participation in the Who Is Who database**

The WHO IS WHO database is used to present and receive information about the users and their work. Every user is able to file information in the database, thereby making it accessible to every other visitor.

The user can create a login with password and user name by a registration process. The content of the database is monitored by the editorial committee and the editor and can be edited if necessary. The rules of the „Netiquette“ (see below) apply to texts provided by the users.

#### **5. Using material from the ENETOSH platform**

Material from the ENETOSH platform may only be used purposively, stating the name of the author. Concerns of copyright have to be considered for any kind of material. In case of doubt, an authorisation by the author has to be obtained before publication.

#### **6. Documents**

Documents that are uploaded to the internal area should not have a virus endangered file format. Text files should not be provided as Word documents (file extension: .doc), but in PDF format.

Uploading executable files (.exe), JavaScript files (.js) and ZIP-archives (.zip or .rar) is not allowed!

The rules of the „Netiquette“ (see below) apply to the contents of the uploaded documents.

#### **7. Netiquette**

The following rules apply to documents and comments on the web site as well as to contacts (e.g. via e-mail) between partners, members and users of the ENETOSH web platform:

##### **1. Always remember that you are in contact with another human being!**

When writing a comment, a text or an e-mail, some users do not realise that these texts are not only read by a computer, but by another human being.

Whatever you write in the public area (voting comments and texts in the WHO IS WHO database) can be read by every user of the platform all over the world, whatever you write in your documents in the internal area, can be read by all partners.

A simple rule: never write anything that you would not feel comfortable saying to the person's face.

## 2. Write, read, think, read again, think again, then send!

The danger of being misunderstood is particularly high in a written, computerised medium. Always remember that it is not possible to revise certain texts once you have submitted them (voting comments, e-mails) and that everything you have written can be read by anyone, once it has been published.

Therefore you should read every text several times attentively before publishing or submitting it.

## 3. Make it short!

Most people don't like to read long texts on a screen, so you should try to keep your comments, mails and descriptions as short as possible. Longer and technically sophisticated texts can be put into documents and be uploaded to the internal area.

## 4. Take care of the form as well!

The form can be important for the significance of a comment or a description. Therefore, remember to structure your text by using paragraphs and line-breaks. This can be of great importance especially for longer texts in technically sophisticated documents!

## 5. Be careful with humour and sarcasm!

You should avoid humour or sarcasm in texts that are generally accessible. In case you want to use it in direct contact with other partners (via email), make sure to keep the text clearly identifiable and consider if your counterpart can deal with it the way you'd like him to.

## 6. Use the proper medium of communication

When choosing a communication medium, consider the character of your request and the function of the medium you want to use:

1. E-mails are intended for direct exchange of information between partners
2. Descriptions inside the WHO IS WHO database are meant for the presentation of yourself and your work
3. Comments on a voting should give reasons for your decision and are optional
4. Documents inside the internal area are meant to be read, downloaded and used by other partners

## 7. Regard laws and legal regulations

When using documents and writing comments, please make sure not to violate any laws or legal regulations, e.g. copyright.

## **8. Cautions and Responsibilities**

We advise you not to give out any personally identifiable information (such as social security number, credit card number, driver's license number, password, etc.) online. This information can easily be used for illegal or harmful purposes.

Apart from sticking to the rules of this code of conduct, you are requested to keep in mind the local and national laws and legislations of your home country.

You are responsible and liable for all your activities while participating on the ENETOSH platform. Remember, you are responsible for anything you say or post.

You are responsible for protecting your computer against interference or viruses that may be encountered on the ENETOSH web platform.

Thank you for following this code of conduct!