

# **OCEANIA KUNG FU WUSHU FEDERATION Limited**

## **EMAIL PROTOCOLS**

### **Purpose**

To provide guidance for members of the OKWF on use of emails representing or concerning the OKWF, or any of its members or affiliated organisations.

These protocols are therefore designed to operate in the context of emails concerning the OKWF sent by a member of the OKWF.

These Protocols, are not, however, meant to in any sense impede constructive debate within the OKWF.

### **Office Bearers and Officials**

Where ever possible office bearers and officials should use their officially provided OKWF email address in preference to their private email.

### **General**

All emails, no matter whether they are sent to or from private equipment, should be regarded as essentially public documents and the author of an email cannot be sure by whom it may eventually be read.

An author of an email should remember that another party reading that email may do so without context; it is good practice to check an email carefully before sending, from the point of view of a third party.

No email that could be construed, as sexual harassment, racial vilification or any other form of unlawful discrimination should be sent by an OKWF member.

Standards and laws governing libel apply to emails as much as they do to any written document – i.e. a false statement damaging to a person's reputation is libellous and may be subject to action at Law.

No member of the OKWF should send an email of a potentially libellous or defamatory nature to any other party.

No member of the OKWF should send an email that seeks to threaten or intimidate another member.

No member of the OKWF should send an email that contains allegations deleterious to the reputation of another member unless that email is for the purposes of bringing a matter properly to the attention of the relevant authorities.

Reports about others should be open, honest and written without malice. Only relevant information should be disclosed, on a 'need-to-know' basis.

No member of the OKWF should send an email which could be seen as damaging to the Federation unless to report a matter relating to breach of Law or of the OKWF Rules of Association, and then only to OKWF Board or appropriate authorities, in a manner consistent with these Protocols.

Emails to parties who are not part of an appropriate regulatory or judicial body, which emails might bring the Federation into disrepute, or embarrass other members of the OKWF, are prohibited by these Protocols.

Authors of emails should be careful to address them to appropriate recipients only, including recipients copied or blind copied into the emails.

### **Email discussions by OKWF members**

No member of the OKWF shall send an email to another member or a third party that defames another member or brings the Federation into disrepute, unless

- the matter concerned is an alleged breach of Law, in which case the email must refer to and encourage the taking of appropriate action.
- the matter concerned is an alleged breach of the OKWF Rules of Association, in

which case the email must refer to and encourage the taking of appropriate action.

In either case, such emails shall only be permitted when they are sent to appropriate parties. An OKWF member must not disclose information by email which the member obtains or generates in connection with his or her membership of the OKWF if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of the Federation, including the formulation or implementation of policies or programs.

### **Email discussions by OKWF Officials**

In taking Office, Officials of the OKWF acknowledge that they have a responsibility to ensure that any email they send to another person complies with these Protocols.

Particular care is needed in wording contributions to discussions on sensitive issues, to avoid defamatory or libellous statements or inferences, and to avoid bringing the Federation into disrepute. It is recommended that when discussing an issue, the issue rather than people should be the subject of discussion.

Matters that are properly for discussion only among Officials, designated as such by agreement of a meeting of Officials, should not be discussed in emails outside the relevant group of officials. This is not to imply that Officials of the Federation should keep information from other members, but to recognise that a discussion without the full context may be misconstrued.

An OKWF Official must not disclose information by email that the Official obtains or generates in connection with his or her membership of the OKWF if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of the Federation, including the formulation or implementation of policies or programs.

Officials must take particular care that emails are accurate and the language and tone appropriate. Similar concerns apply to the use of SMS messages for work purposes.

### **Use of emails by OKWF staff and/or with OKWF property**

Any email sent by a paid staff member of the OKWF, or sent or received using OKWF-owned equipment is regarded as the property of the OKWF.

As such,

- The use of OKWF equipment to access pornographic material, or to access, promote, or participate in gambling, is expressly forbidden.
- The use of emails to send pornographic or other offensive material, or to promote or participate in gambling, is expressly forbidden.
- The use of emails to send, or OKWF equipment to access, personal information is restricted to that which is appropriate to the position of the staff member or Official.
- The use of OKWF equipment or emails for the conduct of illegal activities is forbidden.

An OKWF employee must not disclose information that the employee obtains or generates in connection with the OKWF employee's employment if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of the Federation, including the formulation or implementation of policies or programs.

An OKWF employee must not disclose information that the employee obtains or generates in connection

with the OKWF employee's employment if the information was, or is to be, communicated in confidence. Employees must take care that emails are accurate and the language and tone appropriate. Similar concerns apply to the use of SMS messages for work purposes

### **Sanctions**

Sanctions for inappropriate use of emails or OKWF electronic equipment shall be determined by the OKWF Board, but shall pay attention to the following factors:

- The consequences and potential consequences of the email
- Whether the consequences affect the Organisation as a whole
- Whether it is likely that these consequences were known by the author of the email
- The extent to which a breach could be regarded as deliberate or inadvertent
- The number of times the Protocols were breached

All cases of possible infringement of these Protocols should be referred to the Board as soon as they become apparent; such notice shall be copied to the President of the Federation.