EMI SIG User Group Code of Conduct

User Groups include Enterprise Emergency Management and Continuity Professionals who actively use or are interested in using a specific software application and would benefit from educational demonstrations, technical solutions, lessons learned and best practices. These groups are comprised of:

- **Sponsor:** Representative(s) from an organization or company who have been approved and authorized by the EMI SIG Program Administration, on behalf of the Steering Committee.

- **Coordinator:** EMI SIG Operations Staff member who will assist Sponsor with scheduling and announcing User Group meetings and maintaining User Group SharePoint page.

- **Member:** Professionals who actively use or are interested in using specific Emergency Management or Continuity software applications & or programs.

Given the mission and purpose of the EMI SIG User Groups, the following types of companies are not allowed to participate in the community: recruiters and staffing firms; product or service providers with no relation to DOE/NNSA Emergency Management or Continuity of Operation Programs.

No Solicitation Guidelines

There is no cost to sponsor a User Group. Therefore, to create a positive, solicitation free environment where participants can come to learn and share with one another freely, all sales call-to-action (CTA) are strictly prohibited on the EDMS SharePoint Site and during any EMI SIG-sponsored events. User Group Sponsors are expected to:

1.1) Facilitate a quarterly, biannually, or other series of reoccurring virtual User Group Meetings.

1.2) Submit a meeting agenda that includes a scheduled list of educational presentations, technical demonstrations, discussion topics, etc. to the EMI SIG User Group Coordinator two-weeks prior to the scheduled User Group meeting.

1.3) Engage in conversation by sharing knowledge of the application/software and subject matter expertise. Refrain from all CTAs/selling of any services or products.

1.4) Ensure content is educational and informational in nature. Unless directly requested by a User Group member(s), solicitation of services or products are not allowed.

1.5) Not use member or participants contact information for the purposes of solicitation. This includes, but is not limited to, sending emails, phone calls, direct mail, social media, online forums, and other User Group events to promote products or services which haven't been requested by a member.

Online Community Etiquette

User Group participants must also acknowledge, at a minimum, that they will adhere to the following:

2.1) Include a signature tag on all messages. Include your name, affiliation, location.

2.2) State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search by subject.

2.3) Only send a message to the entire list when it contains information that everyone can benefit from or has been requested by members.

2.4) Contributions should be unbiased and free of any conflict of interest. As such, please refrain from making comments about affiliates' or competitors' products, services, or other offerings.