



Gloucestershire Local Optical Committee

WhatsApp Rules and Guidelines

By following listed rules and guidelines below, we can ensure a respectful, enjoyable and productive group chat environment.

1. **Respect Everyone:** Treat all members with respect.
2. **Relevant Content Only:** Keep discussions professional and relevant to the group's purpose. LOC members are on this chat to help answer any queries.
3. **No Spam:** Do not send unsolicited advertisements, chain messages or repetitive posts.
4. **Be Concise:** Keep messages short and to the point, avoid flooding chat with too many messages at once. If the subject doesn't concern the whole group, please use private message.
5. **Avoid Sensitive Topics:** refrain from discussing religion, politics, or any other potentially diverse topics.
6. **Privacy Matters / GDPR:** Do not share anyone's personal information or messages without their permission. Information shared in the group should not be shared outside.
7. **No Abusive Language:** Use appropriate language. Any form of hate speech, harassment or degrading comments is strictly prohibited.
8. **Adding New Members:** Contact one of the admins privately to request adding a new member.
9. **Respect Quiet Hours:** Gloucestershire LOC operates during Mon-Fri 8:00–18:00. Outside of these hours messages may not be read or answered. Please refrain sending questions directly to LOC outside of those hours. Non-urgent messages should not be sent outside those hours.
10. **Report Issues:** If you would like to report a problem, please report it to the group admin via email secretary@glosloc.co.uk and not WhatsApp.
11. **Group Admins Authority:** The group admins have the authority to enforce these rules and take necessary actions, including removing members who violate the rules.