

# COMMUNITY GUIDELINES

Before you reply to a post, read it carefully, and before you give an opinion, ask a question if you aren't sure about something.

Avoid making debates personal, and if you see this happening, try and help focus the discussion on the topic at hand, not the people in the discussion.

Keep your tone positive and respectful. Try reading something out loud to yourself first if you aren't sure how it may come across online.

The best way to get a response to a post is to ask the community a question for discussion.

Adhere to the same standards of behaviour online that you follow in your work in real life.

If you are concerned about the behavior of another member and can not resolve the situation yourself, contact one of the hosts for help.

If you have technical issues related to your account, please contact the site administrators at [knowledge@otf.ca](mailto:knowledge@otf.ca).

Remember that we are a diverse community of many backgrounds. Our diversity may mean that we have different communications styles and levels of sensitivity to topics.