

## **NETIQUETTE - SAYONA**

Sayona uses LinkedIn and Facebook to communicate, stay in contact with its communities, and share relevant content.

To help build enjoyable digital spaces where positive interaction and accurate information prevail, Sayona recommends reading the rules for its social media pages.

## ABOUT US AND OUR CONTENT

- Any content (including images, comments, publications, and remarks) that is hateful, defamatory, denigrating, sexist, racist, obscene, or that encourages violence or illegal acts will be deleted immediately.
- Profanity and other vulgar language will be deleted immediately.
- Content that could cause harm to our clients, employees, or business partners will not be tolerated.
- Inappropriate language or out-of-context debates, personal attacks, and disputes between members of the community will not be tolerated.
- It is preferable to avoid writing messages or comments entirely in capital letters ("all caps"). Online, this is often interpreted as shouting.
- Comments that are deemed irrelevant or unrelated to the topic being discussed will be moved or deleted.
- Duplicate comments (posting the same content more than once) will not be tolerated.
- Users should ensure that they have read the entire post, article, or press release before commenting.
- Users must ensure that they have the rights to the content they are publishing. Any content that can be considered plagiarism will be removed.
- All anonymous content will be removed.
- It is forbidden to promote one's business or a service on Sayona's pages.

## CONFIDENTIALITY

- Confidential information and personal contact information should not be made public.
- Users who wish to communicate with the company must identify themselves. Pseudonyms and false identities are prohibited.
- Users who interact with the company or with others must be aware of the consequences of their comments. Online comments are public and can be shared anywhere on the Internet.



## **IMPORTANT CONSIDERATIONS**

- Sayona is not responsible for the opinions or content that users share on its social media pages. Comments are the author's sole responsibility.
- Sayona reserves the right to delete or not reply to comments. Comment authors may find themselves blocked from Sayona's social media without warning.
- Sayona reserves the right to change this Netiquette Policy at any time without notice.

If you have any questions, comments, or suggestions for the moderation of this page, please write to info@sayona.ca.

Thank you for following Sayona! We look forward to truthful, productive conversations with you.