

NETIQUETTE GUIDELINES

Because the digital world now plays a bigger role in our daily lives, and because proper usage of the internet can be a predictor of success, UA has taken on the responsibility of supporting you in being your best self there as well.

As you plunge into the new world of communication and sharing, it is important to be aware that there are specific etiquette rules and guidelines that apply to online communication. These rules and guidelines are known as "netiquette" and are considered the pillars of good behavior on the internet.

This document features netiquette guidelines to help you practice respectful online communication and improve your cyberspace credibility and reputation.



Keep in mind that there is a real person on the other side of the screen, so show respect and be mindful of the words you choose.



Since you are in a professional setting, you should maintain a professional demeanor by using proper grammar, accurate spelling, and correct punctuation for better readability.



It is important to remember that humor is a double-edged sword, so be careful not to sound offensive when making jokes, as they can be inappropriate or hurtful.



Avoid spreading misinformation and provide factual information instead by referring to credible sources.



Everyone makes mistakes, so make sure to be kind when drawing people's attention to mistakes by sharing your comments in private so they can avoid repeating them in the future and make the necessary adjustments.

Remember that nothing is strictly confidential and your online footprint may be permanent, so be cautious and communicate accordingly, especially when dealing with private information.



Refrain from sharing any sensitive or confidential data, such as passwords, contact details, and video or audio files without the owner's permission.

Lastly, remember that the golden rule is to always treat others the same way you want to be treated, regardless of the channel of communication.