# Heritage Workspace Community Guidelines

These community guidelines are recommended for making the most out of the Heritage Workspace network. They are available to new members through the 'Handling Caveats', which must be accepted before joining the network. Thank you for joining!

1. **Keep a (somewhat!) professional tone.** Tone of voice may vary from group to group, so be sure to ask if you're not sure. A good rule of thumb is to treat this network as somewhere between an email and a LinkedIn post!

2. **Use accessible language**. Alt text on images, gender neutral language, and good formatting help to make the Heritage Workspace an inclusive space for all. See our inclusion statement for more information.

3. **Fill out your profile information.** In particular a name and profile picture. This allows you to make better connections and puts a face to a name!

4. **Debate is welcome but be respectful.** A facilitator is available to moderate if you, or any other users, have any concerns.

5. **You are not your organisation.** Groups are only visible to those with accounts, so please talk openly and contribute your opinions. You do not have to represent the views of your organisations within discussions. Recognise that other members are also individuals.

6. **Members can report posts they deem inappropriate via the report button**. Spam, abusive language, or inappropriate behaviour will not be tolerated. This is a professional network and we expect members to behave as such.

Your administrators are Len Branson and Edmund Lee. We are happy to discuss these rules privately.

Technical issues can be directed to support@khub.net. Queries about the network or starting a new group can be sent to OnlineCommunities@HistoricEngland.org.uk

Historic England