



## CAMPUS FM TECHNOLOGY ASSOCIATION

# ListServ Policy

### Introduction

The CFTA ListServ is provided by CFTA for its members and constituents. While free and open discourse is encouraged, certain policies and rules are required to ensure that our online community remains fair, ethical, friendly, and legal. The CFTA ListServ serves to foster networking, communication, and education in industries supporting the use and advancement of FM technologies. Subscription to the ListServ is entirely voluntary and both CFTA members and non-members are encouraged to subscribe.

### Rules of Use

The following rules apply to all postings made to the CFTA ListServ:

- Do not post any defamatory, abusive, profane, offensive, or illegal materials
- Do not make unsubstantiated allegations, criticisms, or attacks on fellow ListServ subscribers or organizations, including CFTA
- Rude comments or personal attacks are forbidden
- Vendors are CFTA members too. It is inappropriate to make disparaging comments about a vendor's prices, terms, or service.
- Do not post any information or attachments protected by copyright without the permission of the copyright owner
- Do not post unsolicited commercial messages. However, you can respond to inquiries by others
- Do stay on topic. The purpose of this ListServ is to discuss topics related to the Facility Management technology industry.
- Do not use the ListServ to organize, raise funds, or conduct activities that conflict with CFTA programs and policies
- Private messages should not be shared via the ListServ without the permission of the original author
- Do not post campus community jobs. Commercial sector job posting is prohibited.

### Code of Ethics

#### INDIVIDUALS

All subscribers must follow CFTA's ListServ Code of Ethics:

- Do not make derogatory statements to subscribers pertaining to ability or integrity
- Do not knowingly contribute to a subscriber's dissatisfaction in their existing employment
- Do not solicit the services of employees of fellow subscribers

#### BUSINESS PARTNERS

CFTA Business Partners are encouraged to participate on the ListServ but must follow these additional requirements in CFTA's ListServ Code of Ethics:

- Do not use the ListServ to market services
- Do respond to specific questions about your solution asked by fellow subscribers with a "service, not sales" supportive response
- Business Partners may broadcast news periodically on the ListServ based on their membership level. See the [CFTA Membership Benefits](#) web page for details.
- News broadcasted on the CFTA ListServ must follow this syntax in the email subject line: [BP NEWS] <announcement including BP name>, e.g. "[BP News] Autodesk Introduces New FM License Model"



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### Best Practices (Netiquette)

- Identify yourself by name and company on every post
- If starting a new topic, make sure you update the Subject line
- Person-to-person messages, like “thanks for the information” should be sent privately
- No foul language. Subscribers should refrain from abusive or derogatory language that might be considered questionable by even the most liberal and open-minded of networkers.

### Due Process

CFTA reserves the right to remove all or any posted materials from the archives at any time. If a violation occurs, CFTA respects the democratic process for handling such instances:

- First Violation: Written warning
- Second Violation: Written warning, plus subscriber will be placed on review for 90 days, meaning posts are subject to review before posting
- Third Violation: Subscriber will be put on a probationary status of NOPOST for 90 days
- Fourth Violation: Removal from the list
- Appeal Process: A CFTA ListServ subscriber may appeal a violation decision by submitting a letter (email or print) to the CFTA President, [president@cfta.org](mailto:president@cfta.org)

### Privacy & Protection

CFTA protects the privacy of its members and will not give your email to any third party service provider or supplier. The ListServ service provider screens all emails for viruses, however, we cannot guarantee that a virus will not be distributed via the ListServ. Subscribers should still screen incoming emails with virus protection software and not click on any questionable links.

### Antitrust

ListServ subscribers must not put CFTA at legal risk by violating federal and state antitrust laws. CFTA takes a conservative view of the laws by simply saying “do not discuss prices” on the ListServ, although percentages are allowed. We ask all subscribers to abide by the following:

- Do not discuss prices you charge or propose to charge your customers.
- Do not discuss the price you pay or propose to pay your partners, or the terms and conditions under which you buy and sell products.
- Do not discuss the hourly wage you pay employees.

### Disclaimers

The Campus FM Technology Association (CFTA) accepts no responsibility for the opinions and information posted on the ListServ by others. CFTA disclaims all warranties with regard to shared information or discussions, whether by CFTA or any third party. In no event shall CFTA be liable for any special, indirect or consequential damages, or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Your participation in the ListServ is at your own risk. The posted materials could include misinformation, technical inaccuracies, or other errors. They are provided to you "as is" without warranty of any kind, either express or implied, including but not limited to, implied warranties of merchantability and fitness



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for a particular purpose. CFTA does not warrant that the functioning of a ListServ will be uninterrupted or error-free, that defects will be corrected, or that discussion emails, or the server that makes it available, are free of viruses or other harmful components. CFTA does not warrant or make any representations regarding the use or the results of the use of the materials on the ListServ in terms of their correctness, accuracy, reliability, or otherwise. You (and not CFTA) assume the entire cost of all necessary costs of correcting any malfunctions or errors to your project.

These terms shall be governed by and construed according to the laws of the state of Utah, as they are applied to agreements entered into and to be performed entirely within Utah. Any claim or cause of action arising out of or relating to these terms shall be barred unless such claim or cause of action is brought within one year after it arises; any such claim or cause of action shall be brought only in the state or federal courts in Utah, and you consent to jurisdiction of such courts for the purpose of litigating such actions.

Outside links – CFTA cannot review links that may be embedded in the list posting and is not responsible for the privacy practices or the content of any linked materials, whether or not they are affiliated with CFTA.

Archives - ListServ Archives contain email messages that were generated and posted by individual subscribers, as well as some official postings from CFTA. The Archive is provided as a courtesy for the convenience of the ListServ subscribers. The information and opinions expressed in these messages (the "posted content") are those of the sender, and are not necessarily approved or endorsed by CFTA. It is the sole responsibility of the sender to ensure that the posted content is accurate and does not infringe or violate the intellectual property rights or other rights of third parties. CFTA does not screen the posted content for such violations and makes no representations or warranties of any kind regarding the posted content.

#### Indemnification

By posting any content on the Listerv, you automatically agree to indemnify CFTA, all other ListServ subscribers, and any other person or entity affiliated with the ListServ, from and against any and all third party claims, demands, liabilities, costs or expenses, including reasonable attorneys' fees, resulting from your breach of these posting restrictions.