## Community Rules, Etiquette and Privacy Terms of Use

Thank you for being part of the AABB Community. To ensure the best possible experience for all members, AABB has established Terms of use for participation.

By joining and using the AABB Community, you agree that you have read and will follow these Terms of Use. You also agree to reserve discussions and shared files and content best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience and participate in ongoing conversations. Questions should be directed to our member services department via the **Contact Us** link on this site.

Please take a moment to acquaint yourself with these important Terms of Use. If you have questions, contact the AABB Member Services department. In order to preserve an environment that encourages both civil and fruitful dialogue, AABB in its sole discretion reserves the right to suspend or terminate membership in this Community for anyone who violate these Terms of Use. AABB also reserves the right to change these Terms of Use without notice.

## The Terms

- Respect others. Focus on the content of posts and not on the people making them. Please extend the benefit of the doubt to newer guests and members.
- Respect the purpose of the Community. Use the Community to share successes, challenges, constructive feedback, questions, and goals. Using the AABB Community to promote products or services that you provide is prohibited. If you've found a product or service helpful, please share your experience with the group in a respectful way.
- Use caution when discussing products. Information posted on the discussion groups and in the libraries is available for all to see, and comments are subject to libel, slander, antitrust, and other applicable laws.
- All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited. Do not post anything that you would not want shared publicly or that you would not want anyone to know came from you.
- Respect intellectual property. Post content that you have personally created or have permission to use and have properly attributed to the content creator.
- When posting items in our collaborative environment, please indicate if the item is not available for reuse. It's also advisable to contact the owner of any material if you would like to reuse it.

o Post your message or documents only to the most appropriate communities.

## **Discussion Group Etiquette**

- State concisely and clearly the topic of your comments in the subject line. This
  allows members to respond more appropriately to your posting and makes it
  easier for members to search the archives by subject.
- Send messages responsive to posts by others such as "thanks for the information" or "me, too" to individuals, not to the entire list. Do this by using the "Reply to Sender" link in every message.
- Do not send administrative messages, such as "remove me from the list," to the group. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your settings.

## The Legal Stuff

This site is provided as a service for the members of AABB. AABB is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted AABB or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AABB 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.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that they own the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants AABB and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade or engage in unfair competition. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or

selection, rejection, or termination of customers or suppliers.

AABB does not actively monitor the site for inappropriate postings and does not undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of AABB we will take all appropriate action.

**AABB's Privacy Policy** applies to the use of the AABB Community.