

## The Guild Forum – Posting Guidelines

The Forum is for all members to submit posts on anything that interests them, primarily to do with O Gauge modelling. Occasionally posts might be made that some may find unacceptable and in most cases is up to the Forum members to decide if this is the case.

The following details how this is dealt with and the actions that can be taken.

### 1. The Code of Behaviour (CoB).

1. When using the Forum you agree to abide by the CoB which can be found at [https://www.gaugeoguild.com/downloads/code\\_of\\_behaviour.pdf](https://www.gaugeoguild.com/downloads/code_of_behaviour.pdf) and in particular that *“we need to be considerate in all of our interactions, ensuring that expressions of opinion and exchanges of advice or feedback are constructive, non-judgmental and not made on the basis of rumour, supposition or malice”*.
2. The principle behind the CoB is the focus on a member posting with sensitivity as to the possible impact of your words on fellow Guild members.

### 2. The Forum Posting Guidelines and User Compliance Requirements.

These are separate from the CoB and are a condition of access to the Forum.

1. Members should avoid subjects where views are likely to be seen as based on rumour, supposition or malice or likely to become polarised in the discussion of such. Subjects of discussion best avoided are religion, politics, global affairs, racism and sex.
2. The Forum is only open to members aged 16 and over.
3. Posting of images of minors (under 16s) is only acceptable if **all three** of the following requirements are met:
  1. The minor's full name is not used.
  2. It is not possible to identify where the minor lives.
  3. Prior permission to post the image has been obtained from the parent or guardian. You must state that such permission has been granted. *N.B. (A separate Safeguarding Policy and Image Consent form is available [here](#)).*
4. Material posted must not infringe copyright. It is the responsibility of the poster to obtain reproduction permission before posting and to confirm that this has been obtained.
5. Members must not allow their account to be used by any other member.
6. The trade announcements category is for presentation of factual information about commercially available goods and services. Traders may direct members to websites and other sources of information about pricing and other offers.

### 3. Questions for Guild Management (QfGM)

Please note the following at the top of the Forum QfGM page:

1. A response to any question will be made within a reasonable timescale and in any case within 14 days of posting.
2. **All discussions relating to the question will be removed unless from the original poster. Members who wish to discuss the matter should do so in Guild Talk.**
3. **Exceptions may be made where a technical response is provided by a Forum member that answers the original question.**

#### 4. Reporting concerns

If you see something which you feel is inappropriate on the Forum, please use the Report function which can be accessed at the bottom of each post.

1. When raising a Report, you should make clear the reason you feel the CoB / Posting Guidelines have been breached. The Moderators will not try and guess this.
2. Reports must be raised within 14 days of the posts appearing on the Forum. If there are extenuating circumstances why this could not be done then the reason should be made clear on the Report for Moderator consideration.

#### 5. The Moderating process.

1. Reported posts will be reviewed by a Moderator to establish if the content infringes the Code of Behaviour, Posting Guidelines or User Compliance Requirements.
2. Unless it is clear within the Report, the moderators will ask the reporter why the post has been reported and what infringement is felt may have been made.
3. If the assigned Moderator decides there has not been a breach of the Code they will send a rejection report to the reporter which explains the reason for rejection.
4. If the Report is upheld the Moderator will temporarily hide the post and record the breach.

A copy of the post will be sent to the original poster (OP) who will be asked to edit their post, remove offending sections or agree for it to remain permanently hidden. A response must be received **within two days**. If when edited by the poster it still breaches the CoB or OP does not respond a second request will be sent to have it corrected **within two days**.

5. **If the Report is upheld or the post is still in breach the OP will move to the Warning Stage.**
6. The reporter will be advised of what action has been taken with the post.

#### 6. The Warning Stage.

1. If the Report is upheld or the OP does not agree to edit or to the permanent hiding of the post or does not respond to the Moderator a First Warning will be issued which will be recorded in the Xenforo Warning Record and remain 'In time' for 13 weeks.
2. If, within the 'In time' period a second Report is upheld or the OP does not engage with the Moderator then a second warning will be issued and remain 'In time' for 13 weeks.
3. If, within the 'In time' period of the first warning a third Report is upheld or the OP does not engage with the Moderator the OP's access to the Forum will be suspended for four weeks having first been agreed and communicated to the OP by the Forum Director.
4. Once access to the Forum is reinstated should the OP have another Report upheld or the OP does not engage with the Moderator within 13 weeks of reinstatement then they will receive a further suspension from the Forum for eight weeks having first been agreed and communicated to the OP by the Forum Director.
5. Once access to the Forum is reinstated should the OP have another Report upheld or OP does not engage with the Moderator within 13 weeks of reinstatement then their access to the Forum will be withdrawn having first been agreed and communicated to the OP by the Forum Director.

#### 7. Bypassing the Warning Stages of Moderation.

In rare cases the warning system can be bypassed if, for example, the breach of the Code is so severe that it warrants urgent escalation. In this case the post will be hidden and the

reason communicated to the OP. If the post is not immediately amended or removed the incident may be referred to the formal process of the Code of Behaviour.

## **8. Additional Moderator Actions.**

In exceptional circumstances the Moderators may recommend that the following action be taken:

1. Apply a Temporary Thread Ban (TTB) on a Forum member where they are deliberately disrupting the thread. The member will be able to read the thread to which the TTB has been applied but will not be able to post to it. All other threads will remain fully accessible.  
The member will be advised of the reason for the TTB and for how long it will apply.
2. Place posts on a temporary Approval Queue (AQ). The member will be advised of the reason for the AQ and for how long it will apply. Posts will be vetted for approval prior to appearing on the Forum. Alternatively they can be rejected if the content is felt to be in breach of the CoB.  
**NB:** There will on occasions be a delay in a post appearing on the Forum if a Moderator is not available to review the content.

## **9. Formal Process under the Code of Behaviour**

If at the end of the Moderation process outlined above a member is still not satisfied by the moderating actions then the complaint can be investigated using the Formal Process as detailed in Appendix 1 of the CoB.

**Decisions by a Forum Moderator are final and they are under no obligation to enter into correspondence on the Forum or by other means.**