

## Internal Email & Communications Usage Policy<sup>1</sup>

### Underground Miata Network (UMN)

#### Purpose

The UMN internal email and communications exist to foster positive, informative, and inclusive communication among Miata/MX-5 enthusiasts in Canada's National Capital Region. It supports our shared passion for driving, community-building, and celebrating the joy of these remarkable roadsters.

#### Scope

This policy applies to all UMN members who use the internal email and communications **including** other club-affiliated digital platforms for communication, event coordination, technical discussions, member support, and general engagement.

#### Guiding Principles

All communications must reflect the values and spirit of the UMN community:

- 🚗 **Passion for Driving:** Celebrate the Miata/MX-5 experience and promote safe, spirited driving.
- 🤝 **Respect and Inclusion:** Treat all members with courtesy, regardless of background, experience, or opinion.
- 🔔 **Constructive Engagement:** Share useful, relevant, and constructive content that benefits the community.

#### Acceptable Use

Members are encouraged to use internal email and communications for:

- 📅 Announcing or coordinating club events, tours, and meetups
- 🛠️ Sharing technical advice, maintenance tips, and product recommendations
- 📷 Posting photos, stories, or reflections from past drives
- 🗨️ Asking questions or seeking support from fellow members
- 📢 Promoting initiatives that align with UMN's mission and values

---

Email is broadly defined to include any form of digital communications <sup>1</sup>

## Communication Standards

To maintain a professional and welcoming environment, members must:

-  Use respectful, inclusive language at all times
-  Keep messages relevant to club interests and activities
-  Avoid excessive personal promotion or off-topic content
-  Refrain from inflammatory, discriminatory, or offensive remarks
-  Respect privacy—do not share personal information without consent
-  Use clear subject lines and concise formatting for readability
-  Refrain from posting content that could reasonably be viewed as offensive, discriminatory, unlawful, or otherwise likely to reflect negatively on the Club

## Digital Responsibility

While internal email and communications are designed and intended for internal purposes, it and other social media postings are **not private communications**. Once posted, content can be shared widely—especially by other members. Please keep in mind:

-  Items that make it to the web **never truly disappear**, even when deleted
-  Exercise care and discretion before posting—assume your message could be seen beyond the Club
-  Protect the Club's reputation by avoiding content that could reflect poorly on UMN or its members

## Prohibited Conduct

The following behaviors are not permitted:

-  Harassment, bullying, or personal attacks
-  Spam, chain emails, or unsolicited commercial content
-  Political or religious advocacy unrelated to club activities
-  Sharing confidential club data without authorization
-  Misrepresentation of the club or its membership

## Monitoring and Enforcement

UMN reserves the right to monitor email and communications activity and take appropriate action when necessary. This may include:

-  Issuing reminders or warnings for minor infractions
-  Temporarily suspending email and communications privileges for repeated violations
-  Revoking membership in cases of serious misconduct