

Communication policy

Introduction

This policy is about how we communicate with our members and the community. ASID uses social media, our web page, webinars, events, and emails to communicate to you about intellectual disability. We aim to be *honest*, *respectful*, and *informative* in everything we share. We aim to use plain language whenever possible.

What we share

- ASID's work and activities
- Information about intellectual disability
- Events and research that are about people with intellectual disability

How we communicate

When we communicate, we aim to be:

Professional - We are polite and respectful in all our communications.

Accurate - We only share information we know is up to date and correct. We do not post content that is wrong, misleading, or defamatory. We will not knowingly post wrong or confidential information.

Responsive - We reply to messages and comments as soon as possible. We check our social media accounts during work hours. We don't post or we remove any content that doesn't match with this policy.

Who manages our communication

The ASID Communications Committee is responsible for:

- Deciding the form and content of our communications
- Reviewing and approving communications
- Managing who can post on our accounts
- Checking our accounts during work hours
- Appointing who can approve communications
- Approving communications needs two people if possible
- Our approved delegates are: Henrietta Tripp, Stuart Wark, Chris Bigby, Hilary Johnson, Michelle King

Communication requests

If people outside ASID want us to share information, we will:

- only share content that fits with ASID's purpose and values
- identify who asked us to share it

Research requests

We may share research requests when:

- the focus of the research is people with intellectual disabilities either as a specific group or as part of a bigger group
- the research has ethics approval from a Human Ethics Research Committee

When we share research information it must state who is doing the research.

Event requests

We may share information about events when:

- The organisation running the event is an ASID member
- The organisation has strong ties with ASID (like being a conference sponsor)
- The event focuses on or includes material highly relevant to people with intellectual disability
- There is no conflict of interest for ASID

When we share event information it must state who is running the event.

Other requests

We may share other information when:

- It is relevant to intellectual disability
- We think it will help ASID's mission
- There is no conflict of interest for ASID

Social Media requests

We welcome respectful discussion on our social media. We note:

- Comments must be relevant to ASID's work
- ASID is not responsible for other people's comments
- We will remove offensive, unlawful, or harmful posts

Who manages our social media

The ASID Communications Committee is responsible for:

- Deciding which social media platforms we use
- Managing who can post on our accounts
- Checking our accounts during work hours