

## WFBB'S NETIQUETTE

The Economic Development Agency Brandenburg (WFBB) is currently active on social media with profiles on LinkedIn and Instagram. We are delighted to have a lively and constructive dialogue with our followers and interested users.

To avoid any misunderstandings and to make our responsibility for our social media channels clear, we have set out our code of conduct here:

1. WFBB uses the polite form of address (e.g. German: Sie) because we have a broad range of clients, and we want to show the same respect and politeness to everyone. In return, we ask our users to address us with an objective and respectful tone as they would like to be addressed themselves.
2. We are delighted to have a lively and constructive dialogue on our channels provided that your comments and posts are objectively related to the topics we address and do not digress from the topic or have no connection to our work and responsibilities.
3. We do not tolerate the following on our channels: insults, libel, defamation, provocation, unfounded allegations, false allegations, commercial advertising, political issues, advertising for political parties, calls to attend demonstrations or sign petitions, and posts with content that is vulgar, harmful to young people, discriminatory, racist, antisemitic, sexist or unlawful, glorifies violence or constitutes hate speech.
4. Copyright law and data protection legislation apply. As these dialogues are usually conducted in public, to protect individuals, we ask you to refrain from posting sensitive data such as addresses, telephone numbers, email addresses and so forth, especially where this data relates to third parties. Please ensure that you quote and reference your sources correctly.
5. We are keen to respond to objective requests and enquiries as quickly as possible. Please give us some time to reply: WFBB covers many different fields, and we may need to consult in-house experts in some cases.
6. WFBB reserves the right to delete posts that breach our netiquette and/or to report them or file a complaint with the authorities where necessary. In addition, users who do not follow our netiquette may be blocked or removed from the discussion.