

Code of Conduct for Working Groups In WhatsApp

WhatsApp is one of the platforms that are used for social networking at the beginning, but it is also a meeting tool for business groups interested in a specific task, to carry out a specific task, in a specific period, an investment in the interactive instant messaging feature with text, image and video. These professional groups have behavioral ethics formed as a custom in professional correspondence, the most important of which are:

- Asking permission from people before adding them to the working group, clarifying the purpose of creating the group, and the criteria to be followed aims and terms of Reference (ToR).
- Using the working group for professional messaging only, the purpose of creating groups is to facilitate communication to accomplish a specific task beginning and end, and to involve the group with general messages Jamming up that distracts focus and purpose.
- Limit the communication to important topics that require urgent generalization to the group as a whole, but if there are topics of interest to individuals and not others, private direct messaging is recommended.
- Taking into account the timing of sending in the group, it is not appropriate to correspond at times outside the framework of working hours, or weekly vacations, unless necessary.
- There are three important considerations before sending any message ask yourself three questions :
 - Is this convenient / suitable for everyone in the group?
 - Is this necessary?
 - Is this the right time?
- Avoid controversy arguments in group conversations, if there is a different point of view from the members, personal correspondence can be done without involving the group in the topic.
- Always maintain the purpose for which the collection was created!
Don't share irrelevant messages.



- In the event of responding to a frequently talked about question or inquiry, use the reply feature on the same text when there is a communication activity in the group, to determine exactly what is being answered
- Post your message in one piece of text, and don't post every word or sentence in a new message.
- Reviewing the content and source well before submission to avoid confusion.
- Please do not send a hundred "thank you" messages. If you feel gratitude to someone, once is enough if you aim for motivation.
- (A lot ... Few)... More exclamation and question marks weaken the message (really?? !! What time?? !!) Instead of persuading them.
- Content that is shared privately among the group, may not be redistributed to any third party unless permission is obtained from the group, the Messenger of Allah (may Allah's peace and blessings be upon him) said: "The councils are faithful..." The talk of the group is the talk of the Council.
- When linking WhatsApp to your computer, make sure to keep conversations private, especially when you're in a place where group activity can be viewed.
- Choose your words carefully... Written language does not convey meaning as spoken language, so keep in mind that tone and meaning can be misinterpreted in the text.
Communication studies have shown that much of the intent of written language in text instant conversations is misunderstood; praise may be understood as sarcasm, and criticism may be understood as gloating.
- Don't expect responses right away. If you need a response from all members of the group, give them enough time, or turn them out privately to alert in case it's urgent.



- If you need to write in English for someone with a foreign culture, capital letters in words within sentences that are not used in the misplaced written language, they are like shouting in spoken language.
- It is not appropriate to limit the conversation between two people to a topic of interest to the group, in bilateral topics that do not require the group to be informed about them, private conversation can be done directly.
- A person does not necessarily have to be ready for dialogue or communication when they are (connected online), it is not appropriate to insist on sending continuous messages to alert. If it's urgent, you can call him directly.
- Whoever starts the dialogue is supposed to end it.
- The application (WhatsApp) is a quick communication tool, and speed is shrouded in error, of course, so it is not appropriate to comment and sarcasm in the event of spelling errors.
- Do not publish or resend any information unless you are sure that it is correct.
Inaccurate information loses a person's wisdom and reverence.
- Don't write in a hurry. Give yourself a chance to re-read the content before sending.
- Keep your questions and answers brief, the group doesn't have to write a book or read another to get back to you!.
- Also, do not enter the middle of a dialogue and ask what is going on, but it is preferable to review the letters that you have not read to know the topic of the ongoing discussion.
- Always use good language and style in all situations, being in one group does not mean that you will be excused for insulting each other, even if it is joking. Joking in the presence of the group is reprehensible and often leads to harm, and the inheritance of hatred, so it should be avoided.



- If a topic is discussed, continue as if you were a listener in a verbal conversation, and give others a chance to brainstorm their ideas... Don't control the conversation alone.
- Don't write anything or record something very private with your voice! It is possible to get out of the group circle from one of the unintentionally.
- WhatsApp is only used for important and urgent matters, so group members are not expected to check messages every minute!
- Try to prioritize important messages to respond quickly, as some things can't be delayed.
- Do not use emotional emojis if there are women in the group, this is reprehensible behavior in the custom of virility.
- Ensure that there are no similar names in the group to avoid confusion.
- Check what you write if you use spelling the feature of checking spelling, adding, or detracting one letter from a word can radically change its meaning.
- When a new member needs to be added, they must be submitted to the group and the task assigned to them.
- In the event that a group of participants asks for someone's phone number, it must be shared privately. Phone numbers are privacy for their owners.
- It is preferable to write ideas briefly.
- At the end of the completion of the task for which the group was created, the administrator thanks everyone and authorizes the termination of the work group activity