



ITI FRENCH NETWORK - MEMBER AGREEMENT

Last updated: 9th June 2026

1. Purpose

This Member Agreement sets out the expected standards of conduct for participation in the ITI French Network.

The ITI French Network aims to support professional translators and interpreters by providing a space for constructive discussion, knowledge-sharing and collaboration.

2. Scope

This agreement applies to all members and committee members of the ITI French Network.

It covers all communications linked to the ITI French Network, including but not limited to the Groups.io forum and online and in-person events.

The Groups.io forum is called ITI-FrenchNet and can be found here: <https://iti-frenchnet.groups.io/g/main>. In the rest of this document, it will be referred to as 'the Forum'.

3. Guiding Principle

Members should act within the spirit of [the ITI Code of Conduct](#) at all times.

4. Acceptable Behaviour

Members are expected to:

- Communicate professionally, considerately and respectfully with other members (including committee members) at all times. Constructive and courteous disagreement is acceptable; disrespectful behaviour is not.
- Recognise that members have a variety of backgrounds and experience. There are no "stupid" questions and all discussion is valued.
- Understand that this is a professional forum for translators and interpreters. The tone of discussions must remain professional and respectful of other perspectives and opinions.
- Keep online discussions relevant to professional translation and/or interpreting practice.

- Maintain confidentiality and not disclose sensitive information about other members of the network.
- Take personal or one-to-one exchanges off the Forum or reply to Sender only.
- Follow the ITI Code of Professional Conduct.

5. Forum Communication Standards

The Forum is not moderated, so messages are not vetted before they are posted. Responsibility for appropriate conduct thus lies with members of the network.

To maintain clarity and usability of the Forum, members should:

- Keep messages concise and on topic.
- Use appropriate subject headings and hashtags (see annexe 1).
- Start new threads for new topics. To start a new thread, address your message to main@ITI-FrenchNet.groups.io
- Clearly identify yourself (e.g. via a text-only email signature)
- Obtain the permission of the author before forwarding the message, if you think the information contained in a post may be of interest to members of another ITI forum.
- When replying to a post, try to delete all the history thread from your reply, except for the original message.

You can find out more about using Groups.io, home of the Forum, in the Groups.io [Help Centre](#).

6. Breaches of the Member Agreement

Failure to comply with this Member Agreement may result in the following action being taken:

- A formal warning may be issued by the committee in response to behaviour that it deems inappropriate.
- The network operates a 3-strike policy. Repeated breaches may result in temporary or permanent removal from the network.
- In exceptional circumstances, such as hate speech or other serious misconduct, the committee reserves the right to bypass the 3-strike policy and take immediate action.

7. Complaints Procedure

Complaints can be raised by members and/or committee members. These should be submitted to the committee using the following email address: committee@iti-frenchnetwork.co.uk

The committee will review the matter and determine appropriate action in line with this Member Agreement and the ITI Code of Professional Conduct.

8. Appeals

Any member subject to a formal sanction has the right to appeal. In this case, an impartial panel, who has had no involvement so far, will be convened to review the decision. ITI members may request the case be referred to the ITI Professional Conduct Committee.

9. Roles and Responsibilities

All members and committee members share responsibility for:

- Upholding this Member Agreement
- Contributing to a respectful and inclusive environment
- Supporting constructive professional dialogue

10. Review

This policy will be reviewed at least every two years by the ITI French Network committee to ensure it remains relevant and effective.

Annexe 1

Hashtags for email subject lines

Please use one of the following set hashtags in the subject line of your message (e.g. #agency FauxAmis in Vesoul).

#admin	Reserved for network announcements from the committee
#advice	For general advice
#agency	For enquiries about agencies; please include the agency's name in the subject line
#AI	For discussions on artificial intelligence
#AuCourant - Our Newsletter	For use by our newsletter editors
#BookClub	For use by members of the book club, a member-led initiative
#event	For information about upcoming events
#hello	For new members to introduce themselves
#job	For posting information about jobs
#Mentoring - language and business mentoring schemes	For use by our mentoring coordinators
#ot	'off-topic', for use (sparingly) when you are going off-topic
#term	For terminological questions; please include a brief description of the query and the language (combination) e.g. #term chocolate in Swahili
#thanks	For thanking a member of the group for their contribution

These are the existing 13 hashtags; the Hashtag Permissions are set to "Messages from members can only be tagged with existing hashtags, new hashtags will be removed".

They can be used, for example, to mute topics you don't want to hear about; if you don't want to hear about AI, you can mute (not receive emails) that have #AI in the subject.