

Platform Usage and Conduct Policy

1. Purpose of the Policy

This policy aims to establish a general framework for managing interactions among all users of the educational platform (students, trainers, speakers, platform administrators, and the company). It governs communication across all tools and channels related to the platform—such as email, forums, discussions, the platform itself, and social media—to ensure a respectful and safe digital learning environment that supports the goals of online education.

2. Professional and Ethical Conduct

- All users must maintain mutual respect in all forms of communication (written, audio, or visual).
- The use of offensive language, discriminatory content, or any form of cyberbullying is strictly prohibited.
- Posting or sharing inappropriate or unlawful content is not allowed.
- Engaging in political or religious discussions is strictly forbidden.
- Using the platform for promotional or personal purposes without prior approval is not permitted.

3. Privacy and Confidentiality

- Sharing or publishing any personal information of users (e.g., full name, address, phone number, email, social media) without explicit consent is prohibited.
- Recording sessions, conversations, or taking screenshots of lectures, as well as sharing access credentials or using someone else's account, is strictly forbidden.

4. Intellectual Property Rights

- All educational content (texts, videos, presentations) is subject to intellectual property protection.
- Copying, distributing, or using any educational material outside the platform without written permission from the company is prohibited.

5. Communication Channels

- Only official communication channels provided within or announced by the platform/company should be used.
- Constructive questions and discussions are encouraged and should remain within an educational context.

6. Violations and Disciplinary Actions

Any breach of this policy will be addressed according to the platform's disciplinary procedures, which may include:

- Violations will be reviewed by the company's management to determine the appropriate action based on the nature and frequency of the offense.
- The violator will be officially notified via email regarding the violation and the action taken.
- The violator has the right to file an appeal within five (5) business days from the date of the violation notice.
- Disciplinary measures may include:
 - A first formal warning
 - Temporary or permanent suspension of the account
 - Banning from attending any current or future educational activities offered by the company
 - Legal action if the violation involves serious or legal matters
 - No refund will be issued in case of any prohibited conduct mentioned in this policy.

7. Updates

The platform's management reserves the right to update this policy at any time. All users will be notified in case of any significant changes.