

NETIQUETTE: GUIDELINES FOR THE NEFESH LIST

1. PROFESSIONALISM, COURTESY, RESPECT:

- Please include a clear subject-line and your professional credentials in your signature tag.
- Professional relevance is required in all posts.
- The Listserv holds a **zero-tolerance** policy for criticizing, reprimanding, personally attacking or bullying colleagues. When professionally germane, you may state your own opinion or describe how you would proceed clinically.
- Direct all concerns about content you deem unacceptable to the administration at listservcommittee@nefeshinternational.org. Do not post to the Listserv.

2. HOW TO UTILIZE THE LISTSERV:

- Please share your professional observations, anecdotes, and questions. Stimulating, enriching discussion benefits all members.
- Please use the general Listserv for posts relevant to the general NEFESH membership.
- Please use the new [NEFESH Forums](#) for discussions about topics of more exclusive, limited interest.
- You may draw on the Listserv for professional referrals and resources. Kindly backchannel responses to these requests.
- Unless you hold a commercial interest, please tell us about books, trainings, events, and other resources that might hold interest for the NEFESH community, but please invite people to contact you privately for details.

3. COMMERCIAL POSTS:

- Utilization of the Listserv to publicize information about services you provide, office space you rent, or products you sell constitutes advertisement requiring payment. This includes responses to referral requests. If you offer the services sought, please backchannel details.
- Promotions of the services of colleagues also represent commercial posts. Kindly backchannel replies to posts seeking referrals.
- Endorsements of trainings, events, classes, shiurim, and publications should be posted as paid ads.
- Posting links to your non-NEFESH blog requires payment of advertising fees.
- **Please pay for all endorsements using this link: <https://nefesh.org/forms/15117>**
- **NEFESH reserves the right to retroactively collect advertising fees for commercial promotions.**

4. PATIENT/CLIENT CONFIDENTIALITY:

- Please do not post any identifying information about any clients or patients. When sharing clinical vignettes, change/mask details to ensure that clients remain unrecognizable--even to themselves.

- When seeking a referral, please describe the practitioner you seek (credentials, professional expertise, training, treatment orientation, gender, populations served, and location sought). Do not describe the client or details of the clinical situation, (To illustrate, please state, “Seeking a Jerusalem-based male sand-tray therapist” rather than “Client is an 8 year-old boy whose parents recently divorced and struggles in yeshiva.”)
- If you suspect a violation of a patient’s confidentiality do not post your concerns to the Listserv; rather, contact the writer privately, To discuss the matter with the administration, please e-mail listservcommittee@nefeshinternational.org.

5. LISTSERV CONFIDENTIALITY:

- Please do not disseminate posts outside of the NEFESH membership without the authors’ explicit permission. Please respect discussions as the private property of the list.
- Do not forward posts electronically.
- Do not share Listserv content in verbal or written communications.
- When granted permission to forward a single post, kindly exercise caution to isolate the message from the thread in which it may be imbedded; do not forward the entire discussion.

6. REVIEWS OR OPINIONS ABOUT THE COMPETENCE AND SKILLS OF OTHER PROVIDERS:

- Please respond to queries about colleagues via backchannel; do not respond to the Listserv.
- Likewise, kindly backchannel replies to inquiries about agencies, group-practices, hospitals, organizations, and the like.
- These standards of discretion are the mark of professionalism, and also protect NEFESH from legal liability for libel and defamation.

7. PERSONAL E-MAILS DEVOID OF PROFESSIONALLY RELEVANT CONTENT:

- Please do not post Mazal Tov wishes, simcha announcements, or other personal messages to the Listserv.
- We welcome submission of personal messages to the office for inclusion in the “members update” column of our weekly newsletter. Use the link: <https://nefesh.org/feedback.php>
- Do not send emails with inconsequential content to the listserv (“Nice post,” “Well-said,” “Agreed”).
- Please backchannel discussions that hold relevance for very few participants, or use the **NEFESH Forums**.

8. DISCUSSION OF NEFESH GOVERNANCE AND ADMINISTRATION:

Contact the administration at office@nefeshinternational.org to address governance and administrative concerns. The Listserv is an inappropriate venue for discussions about the

election of Board Members, NEFESH member dues, organizational governance issues, or the resolution of administrative disputes.

9. ANTITRUST LAWS:

NEFESH complies with all antitrust laws and requires all users to guard against activity that may be construed as violations. For further information about antitrust laws, click [HERE](#)

10. COPYRIGHT LAWS:

Please do not post any published materials without explicit permission from the copyright owner. For details about copyright laws, click [HERE](#)

NEFESH RESERVES THE RIGHT TO RESTRICT OR TERMINATE LISTSERV ACCESS TO ANY MEMBER WHO VIOLATES THESE GUIDELINES.