

# Coalition for Academic Freedom in the Americas

## Communication Protocol

### 1. Purpose

This Communication Protocol guides how CAFA members and staff engage in written and verbal communication. It ensures that all exchanges—whether by email, WhatsApp, meetings, or public channels—reflect CAFA’s values of respect, inclusion, integrity, academic freedom, and collective responsibility.

### 2. General principles

- Relevance and Purpose: Use CAFA communication channels exclusively for matters related to CAFA’s mission, activities and projects. CAFA channels are not for the advancement of personal, political or unrelated initiatives, including external conflicts.
- Professional Respect and Constructive Dialogue: Communicate with respect, clarity, and professionalism. Avoid personal attacks, inflammatory language, or hostile behavior.
- Non-Discrimination and Safety: Discriminatory, harassing, threatening, or degrading messages or behaviors are prohibited.

### 3. Confidentiality, responsible sharing, data protection and representation:

All communications through institutional channels must respect confidentiality and applicable data-protection standards. Do not forward or disclose confidential information without explicit authorization and please review recipients carefully before sending messages containing sensitive information. Members should not represent CAFA or any of its working groups and should not use CAFA’s logo without explicit consent from the Executive Director.

### 4. Use of internal communication tools

CAFA Working Group GoogleGroups and WhatsApp Groups must be used solely for matters related to the activities, projects, and management of the respective working group. WhatsApp Groups are intended for agile, operational communication. GoogleGroups are configured to ensure messages are always delivered to the entire group while at the same time securing confidentiality of members’ email addresses. Members may share their own contact details at their discretion.

### 5. Accountability and Enforcement

Misuse of institutional communication channels will be subject to review and may result in suspension or termination of membership.