

## *A.R.T.S. Anonymous*

*Email communications within the business of A.R.T.S: Email and other forms of online communication have become a very common and efficient form of communication. It is important that boundaries are maintained. These boundaries include maintaining appropriate anonymity, within each entity or group in service to A.R.T.S., which requires that we keep our A.R.T.S. business within A.R.T.S. and that our emails or content of our discussions do not go to people outside the Fellowship or the particular group in which the thread began and that we do not forward any email or discuss contents to a wider audience than the original thread without the author's express permission.*

### *List of Affirmative Communication Actions*

- I respect the personal integrity, anonymity, and privacy of each member, and I expect and deserve the same.
- I maintain civility and decorum in my communications to members of A.R.T.S.
- I practice healthy interpersonal behavior in communications via telephone, fax, email, and the Internet.
- When in doubt about the content or intent of a letter, telephone call, email, or other communication, I first request clarification from the author before discussing its content.
- When I participate in a group discussion (in person or by Postal Service, telephone, fax, email or on the internet), I maintain focus on the subject at hand. My attention and focus is a gift I offer other members.
- I respect the process of the group conscience by allowing the process to complete and then share the outcome only as agreed by the group.
- Recovery is a process; I respect each member for where that member is in recovery. I practice my program by sharing my experience, strength, and hope with others, not by pointing out faults and flaws in others.

- It is always acceptable, when struggling with a communication issue, to get help from a trusted advisor or sponsor, with the express agreement that confidentiality will be maintained.
- The text of any forwarded message is transmitted verbatim. I do not edit it. (For the purposes of committee/board work where editing work is in process, I clearly mark a previous, unedited version and include it with my suggested revisions.) Generally, emails are not forwarded to people not addressed by the original sender.
- I encourage others in their recovery, and do not “flame” them. Flaming is a written attack on a person, a person’s opinions, or a person’s point of view, and can be distributed to multiple addresses, usually via email. When my opinions differ from another, I share my experiences with that person, explaining how they are different or similar.
- When sending an email to a list of addresses, I send the message to myself and use BCC (Blind Carbon Copy) for the list of intended recipients in order to protect the anonymity of the members unless otherwise granted permission.

Signed by:

A.R.T.S. Anonymous Board of Trustee Member / Officer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_