

**Important Note:** This MOTI Code of Conduct forms an integral part of and should be read together with the Learner Profile User Agreement (UA).

## **1. INTRODUCTION TO THE MOTI CODE OF CONDUCT**

Sophia has been developed to contribute to your personal professional development within the Target Industry and to positively contribute to the general improvement of that Industry. To achieve this, your participation on Sophia must be highly relevant to the Target Industry and your interaction with other System Users professional, polite, and concise. Accordingly, this MOTI Code of Conduct sets out the conduct and Learner Content standard acceptable on Sophia.

## **2. CODES OF CONDUCT APPLICABLE TO YOUR PROFILE NAME**

Rules pertaining to your name as used on your Learner Profile are as follows:

- 2.1 You may not use the name of an Entity as your Learner Profile name, even if you are the administrator of an Organisation Profile.
- 2.2 You may not use professional titles or educational degrees in your name.
- 2.3 You may not add an emoji or other image when indicating your name.
- 2.4 You may not use anything other than your legal last name; this includes obscuring your full name by abbreviating or intentionally misspelling it.
- 2.5 You may use a nickname or shortened version of your first and middle names if that is the name by which you are generally known within your Country of Residence.

## **3. CODES OF CONDUCT APPLICABLE TO YOUR PROFILE PICTURE**

Rules pertaining to the image used on your Learner Profile are as follows:

- 3.1 You may not use any image representing an Entity unless you are also the administrator of an Organisation Profile.
- 3.2 You may not use a Profile Picture of any other Individual.
- 3.3 You may opt, at your discretion, not to use a Profile Picture.
- 3.4 You may not use an image intended for commercial, employment or political promotion.
- 3.5 You may not use an image depicting sex, nudity, violence, or which is otherwise offensive.

## **4. CODES OF CONDUCT APPLICABLE TO ALL FORUMS**

Learner content posted and your participation in any Course Forum must comply with the following rules, expectations and/or standards.

- 4.1 Your Learner content must be relevant to the Forum in which it is posted.
- 4.2 You may not post any Learner content for commercial, employment or political reasons.
- 4.3 Your Learner content must not infringe on anyone else's intellectual property; ensure that you are allowed to use the text, images, videos, or audio included in your Learner content before doing so.
- 4.4 You must treat all other System Users fairly and equally.
- 4.5 You must be respectful of other System Users views and refrain from personal attacks.
- 4.6 You must not plagiarize or repost content posted by another as your own.
- 4.7 You must not use any defamatory, abusive, profane, threatening, offensive or illegal language, images, or videos in the Learner content you post.
- 4.8 You must not use any explicit images/videos of sex, nudity, or violence in the Learner content you post.
- 4.9 You must be cognizant of other System Users cultural differences, sensitivities, and language barriers.
- 4.10 Your posts must be concise, and your views justified; do not post messages such as 'thank you', 'me too', 'I agree', 'I accept' or other like replies unless the post you are replying or referring to requires such response.
- 4.11 Avoid administrative posts such as 'remove me'.
- 4.12 Do not spam numerous Forums with the same Learner content.

#### 4. HOW TO CONTACT MOTI

4.1 You can contact MOTI by post, email or telephone if you have any questions about this Policy or to make a complaint.

4.2 MOTI can be contacted by:

4.2.1 Email: [websupport@mysophia.eu](mailto:websupport@mysophia.eu)

4.2.2 Telephone: +357-22-040220

4.2.3 Post or Physical: Diagoras House, 16 Panteli Katelari Street, 1306, Nicosia, Cyprus