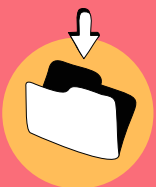




Capsa Code

What we ask of you
— and what you can
expect from us



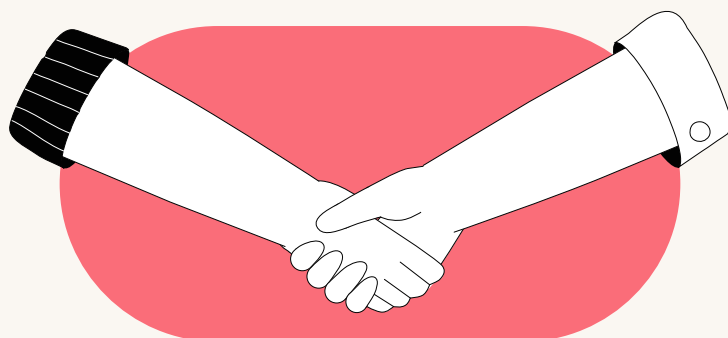


Intro

Capsa isn't just software — it's a way of working. By using Capsa, you're part of a community of builders, designers, consultants, and clients all trying to make projects run smoother.

This is an agreement between you, your fellow users, and us. They reflect our values, and they're here to remind everyone what good looks like. By using the Capsa platform you are committing to these terms.

Capsa is built to make construction easier for everyone. These rules keep us all honest, respectful, and on track.





9 Steps

1. Keep it simple

- Upload clear, well-labelled information so everyone can follow it.
- Don't overcomplicate — the best projects are the ones people can actually understand.
- Capsa will keep the tools simple; you keep the information simple.

2. Respect the team

- Treat other users with respect, even when things get tough.
- Don't share anything offensive, unlawful, or that infringes the rights of others.
- Remember there's a person behind every email, drawing, or comment.
- We'll treat you with the same respect in our support and communications.

3. Stay curious

- Ask questions, share feedback, and don't be afraid to suggest better ways of working.
- We'll listen, and keep learning from you to improve Capsa.

4. Be bold, but fair

- Use Capsa to challenge bad habits — like messy folders or unclear drawings.
- Push for clarity and accountability, but don't use the platform to blame or shame.
- We'll keep improving Capsa to give you the confidence to work differently.



5. Give back

- Keep information accessible: clear revisions, clear statuses, clear intent. It helps everyone.
- Support your teammates by making your documents easy to follow.
- We'll give back by making Capsa affordable, fair, and constantly improving.

6. Own your role

- If you start a project in Capsa, you're responsible for how it's managed and who you invite in.
- If you're invited into a project, you respect the permissions given and the trust that comes with them.
- We'll do our part by keeping the platform secure and transparent.

7. Share, don't hoard

- Capsa works best when everyone who needs information has it.
- Don't keep critical info to yourself. Share it with the team.
- We'll make sure Capsa notifies and updates everyone fairly.

8. Respect the platform

- Don't try to hack, tamper with, or damage Capsa.
- Don't copy or steal our code, brand, or designs.
- We'll do our part by keeping Capsa fast, secure, and improving.

9. Privacy & trust

- Treat project information as confidential. Use it only for the project, not for your own gain.
- Don't pass on information outside the project team unless you're meant to.
- Feedback is always welcome — and by sharing it, you're happy for us to use it to improve Capsa for everyone.