



Videoconferencing and Virtual Meetings Policy

Intent

Town of Thorsby has adopted this policy to provide our employees with guidelines for appropriate videoconferencing standards.

Employees are reminded to extend the same courtesies they would for in-person meetings to meetings held virtually, regardless of their setting.

These measures are essential to ensure virtual meetings are productive and professional.

Guidelines

For security purposes, Zoom, Microsoft Teams, and or other digital platforms, must only be used on company-provided devices (or other devices approved by the Administration), as approved by the Administration, while connected to the company's network.

Inappropriate use of this software, such as personal use, connecting on personal devices, or illegal activity, is not permitted and will result in disciplinary action up to and including termination.

The license for Zoom and Microsoft Teams is considered company property, and Town of Thorsby reserves the right to monitor communications if misuse is suspected.

Employees are expected to practise the same meeting etiquette that they would for in-person meetings. This includes but is not limited to being punctual, dressing appropriately, not eating, and using professional language.

Always come prepared to contribute to virtual meetings as you would for any other meeting.

Videoconferencing Etiquette

- Test your technology before the meeting and ensure you have a strong Wi-Fi or Ethernet connection.
- Keep your surroundings in mind. Find a private place to meet where you are unlikely to be disturbed.
- Use a virtual background if your space is cluttered. Do not use inappropriate or distracting photos.
- Keep your camera on if that is the expectation from the meeting presenter or your manager. Generally, you can mimic your peers if the expectation is unclear.
- Mute your microphone when you are not talking to limit distractions.
- If the video is experiencing a delay, pause before responding to avoid interrupting the other person.
- If you wish to speak, use the "response" feature if available in the program to indicate you are waiting to respond.
- Refrain from multitasking, except for taking notes.

Acknowledgement and Agreement

I, _____ (Name), acknowledge that I have read and understand the Videoconferencing and Virtual Meetings Policy of Town of Thorsby.

I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____