**MODEL VIRTUAL MEETING POLICY**

The respiratory illness COVID-19 caused by a novel coronavirus has resulted in a global pandemic and major disruption to economies and markets around the world. In order to safeguard the health and wellbeing of our employees, and in compliance with state and federal guidelines, [ABC CORP] has implemented a work from home policy. During this time, we will rely more on technology to keep us connected, including platforms such as [insert approved providers, e.g., Microsoft Teams, WebEx, Zoom, etc.]. This policy provides guidelines for employees participating in virtual meetings through such platforms.

1. Appropriate Appearance

All employees should wear appropriate attire during virtual meetings. While casual dress is acceptable at this time, all visible articles of clothing should be free of offensive or controversial language and meet professional standards. Hats should not be worn during virtual meetings.

1. Suitable Space

To the extent possible, please find a private space with a neutral backdrop to participate in a virtual meeting. Be mindful of items that may be picked up by your camera.

1. Designate a Host

Each virtual meeting should have a leader or host to maintain order over a virtual meeting, much like an in-person meeting. The host should ensure meeting participants are able to hear discussions and be heard during the meeting.

1. Mute your Microphone

When you are not speaking, please mute your microphone to eliminate background noise and feedback, which may interfere with participants’ ability to hear speakers.

1. Limit Visual Distractions – No Eating / Stay Seated

Unless the meeting is specifically called to include food or drink, please refrain from eating during meetings. A cup of water, coffee, tea or similar beverage is acceptable. Stay seated and use attentive body language during the meeting. Remember, others are watching you.

1. Comply with the Company’s Code of Conduct

This policy is intended as summary of considerations for virtual meetings and is neither intended as an exhaustive list, nor a replacement for other company policies. As in all instances of your employment, our Code of Conduct and Equal Employment Opportunity Policy apply to virtual meetings. Discrimination of any type will not be tolerated. Please contact your supervisor if you require a reasonable accommodation. If you are a nursing parent, then you are welcome to discreetly breastfeed or pump during meetings as necessary.

This policy is effective April [\_\_], 2020. Please contact [insert name] with any questions regarding this policy.