

Policy: Meeting Decorum and Manners

PL No. – 57

Issued On – 14/09/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 2

While attending any meeting with any of the employee who is senior to you or junior to you. You must maintain the protocol of meeting and decorum of the meeting.

Following points are to be upheld during meetings, however use your own sense of judgement as well if something is not covered in these points.

- 1- The host must announce to all the participants about the date, time and venue. Also, if the meeting will be virtual or in-person, well in advance.
- 2- If the meeting is done within office premises then each of the participants must bring something to write in order to make notes.
- 3- If the meeting is virtual then also they should have something handy to make notes.
- 4- If the meeting is done on a location which is not an owned premises, then the host must organize the writing material such as pads and pen.
- 5- Also the host can take help of HR department in organizing the meeting/event.
- 6- If the meeting is outside the office owned premises, every participant is supposed to present themselves fully professionally- maintaining the image and reputation of the organization.
- 7- Reach to the venue for In-person meetings or join the virtual meetings at least 5 minutes before they start, so you have time to settle and the meeting can start without delays.
- 8- During the meetings, do not state anything which you cannot prove by data and the data should be handy.
- 9- If you are in a group meeting, then always address the entire group while in meeting.
- 10- If someone is addressing the meeting then wait for the person to finish before you start addressing the meeting.



- 11-Keep your mobile switched off or on silent (only if you are expecting urgent calls) during the meeting.
- 12-If you do not understand something in meeting, always ask and never sit with a doubt. As a participant everything said during the meeting should be understood by you.
- 13-Never make any sarcastic remarks or bully someone addressing or participating in the meeting. If you have something to share then let the person speaking finish and then only start with the permission of host.
- 14-Never make any remarks or comments which are derogatory or offensive to anyone present in the meeting.
- 15-If you wish to share something out of your turn, then let the person speaking finish and take the permission of host rather randomly speaking.
- 16-Also it is the duty of the host to inform all the participants beforehand about the data they are supposed to bring. However participants should also use their good sense to judgement to evaluate what all might be the points of discussion and prepare the data accordingly.
- 17-Do not record video/audio of any meeting virtual or in person unless the host wants the meeting to be recorded for future training purposes and has announced it as well.
- 18-While in virtual meetings from home/office, keep your appearance professional.
- 19-While in virtual meetings keep your mic on mute unless you are addressing the meeting or you are being addressed to.
- 20-While in virtual meetings, keep your video 'on'. However if the host/speaker allows to keep the video off, then you can put it off.
- 21-Respect the privacy of the meeting, understand what information is sensitive and do not write it or make notes of it.
- 22-If you are not able to attend a meeting, inform the host well in advance so he can do the changes necessary. It may be the case that you are to be the center-piece of the meeting and yet you cannot join it. In such case if you have informed the host in advance, he can reschedule it.

Ale Approved

Written By

Head – HR



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Management