

IMPLEMENT SIMPLE RULES FOR VIRTUAL MEETINGS

BUILDING AN INCLUSIVE VIRTUAL WORKPLACE REQUIRES
RESPECT, CIVILITY AND A FEW SIMPLE RULES



TURN ON YOUR VIDEO
TO FACILITATE
UNDERSTANDING

ACTIVELY LISTEN TO
OTHERS WITHOUT
INTERRUPTION

BE FULLY PRESENT,
DON'T MULTITASK

RAISE YOUR HAND
TO AVOID TALKING
OVER PEOPLE

BE OPEN TO AND
RESPECT OTHER'S
PERSPECTIVES

BE PREPARED AND
RESPECT EACH
OTHER'S TIME

BE MINDFUL OF
OTHER'S NEEDS AND
BE PATIENT

SPEAK UP AND LET
OTHERS KNOW IF
YOU MAY BE
DISTRACTED DURING
THE MEETING

PLAN AHEAD TO
AVOID DISTRACTIONS
WHEN POSSIBLE

MUTE YOUR AUDIO
IF NEEDED

RESPECT THE
CONFIDENTIALITY OF
CONVERSATIONS

EMAILING, TYPING,
TEXTING OR
CHATTING
DURING MEETINGS

KEEPING PEOPLE
WAITING WITHOUT
AN APOLOGY

USING JARGON OR
ACRONYMS THAT
EXCLUDE OTHERS

MAKING BELITTLING
FACIAL EXPRESSIONS
OR MOTIONS

MINIMIZING THE
FEELINGS OR
EXPERIENCES
OF OTHERS

MAKING DEMEANING
OR DEROGATORY
REMARKS

INTERRUPTING,
TALKING OVER
OR CUTTING OFF
SOMEONE ELSE
WHILE THEY
ARE SPEAKING