i2e VIRTUAL MEETING ETIQUETTE POLICY 2025

Contents

1.   SCOPE

This Virtual Meeting Etiquette Policy shall be applicable to all the employees irrespective of their department, designation, and employment agreement. It shall also be applicable while dealing with any third-party vendors and/or consultants.

2.   PURPOSE:

This Virtual Meeting Etiquette Policy is a binding guideline for any employee and summarizes the standard expectation of the Organization to adapt to remote work and rely on virtual meetings to collaborate and communicate. We believe that maintaining a professional appearance is important for projecting a positive image and fostering a productive work environment, even in virtual settings.

3.   GUIDELINES:

Virtual meetings are just as important as in-person meetings, and by adhering to these guidelines we reinforce our commitment to professionalism, respect, and a positive work environment.
This policy aims to enhance the overall meeting experience and ensure that our organization's image remains consistent and professional across all interactions.

3.1   Punctuality:

✓ Join the virtual meeting on time or a few minutes early.
✓ Avoid keeping others waiting, as it disrupts the flow of the meeting.

3.2   Dress Code:

The key to selecting how you should look during your meeting is very simple. You must dress to meet your audience's expectations. Logical thing would be to dress as if you were attending an in-person meeting in your office.

❖ **Business Casual Attire:**

✓ For video conferences and online meetings, employees should follow a business casual dress code.
✓ Business casual attire is defined as neat, clean, and professional clothing that is appropriate for a work setting.
✓ Dress in neat, professional, business casual attire as you would for an in-person meeting.

❖ **Business Casual Outfit -** ✅ **ALLOWED**

For Male Employees:

- ✓ Collared shirts formal (solid, checked)
- ✓ Polo shirts (neat and in good condition)
- ✓ Sweaters or cardigans worn over a collared shirt
- ✓ Blazers or casual jackets (optional)
- ✓ Trousers, chinos, or formal slacks
- ✓ Closed-toe formal shoes (loafers, oxfords, or dress shoes)
- ✓ Belt that matches shoes
- ✓ T-shirts, hoodies, shorts, or athletic wear are not acceptable

For Female Employees:

- ✓ Blouses, dress shirts, or tops with sleeves
- ✓ Sweaters, cardigans, or blazers
- ✓ Dresses or skirts (knee-length or longer)
- ✓ Trousers, formal pants, or tailored slacks
- ✓ Closed-toe flats, formal sandals, or low to medium heels
- ✓ Minimal, professional accessories
- ✓ Overly casual tops, tank tops, ripped jeans, or sportswear are not acceptable

❖ **Business Casual Outfit -** ❌ **NOT ALLOWED**

For Male Employees:

- ✓ T-shirts without collars
- ✓ Sweatshirts, hoodies, or sports jerseys or athletic wear
- ✓ Shorts of any kind
- ✓ Ripped jeans or distressed pants
- ✓ Flip-flops, slippers, or athletic shoes

For Female Employees:

- ✓ Tank tops, spaghetti strap tops, or crop tops
- ✓ Sweatshirts or hoodies
- ✓ Very short skirts or dresses (above mid-thigh)
- ✓ Leggings worn as pants (unless under a tunic or dress)
- ✓ Ripped jeans, distressed pants, or shorts
- ✓ Flip-flops or beach sandals

3.3   Grooming and Appearance Guidelines:

Employees should maintain good personal grooming and hygiene standards during video conferences and online meetings.

For Male Employees:

- ✓ Hair should be well-groomed and neatly styled, presentable.
- ✓ Excessively unkempt or distracting hairstyles Not Allowed.
- ✓ Clean-shave and presentable.
- ✓ Beards and moustaches should be neatly trimmed and maintained.
- ✓ Nails must be clean and trimmed.
- ✓ Tattoos that may be offensive or inappropriate should be covered during meetings.
- ✓ Clothes should be clean, ironed, and free of stains or wrinkles.
- ✓ Shoes should be polished and in good condition.

For Female Employees:

- ✓ Hair should be well-groomed and styled neatly, presentable and professional appearance.
- ✓ Excessively unkempt or distracting hairstyles Not Allowed.
- ✓ Makeup, if worn, should be subtle and appropriate for a professional setting.
- ✓ Nails must be clean, trimmed and if polished, use neutral or subtle colours.
- ✓ Tattoos that may be offensive or inappropriate should be covered during meetings.
- ✓ Clothes should be clean, ironed, and free of stains or wrinkles.
- ✓ Shoes should be polished and in good condition.
- ✓ Avoid excessive or distracting jewellery or accessories that may interfere with the meeting.

3.4   Workspace and Background:

- ✓ Set up a clean and clutter-free workspace for your virtual meetings.
- ✓ Ensure a professional and appropriate background, free from distractions or confidential information.
- ✓ Organization's Background Templates are provided to maintain uniformity.
- ✓ Maintain a clean and professional background, free from clutter or any inappropriate objects.

3.5   Technology and Connectivity:

- ✓ Test your audio and video settings before the meeting to ensure proper functionality.
- ✓ Use a stable internet connection to minimize disruptions during the meeting.

3.6 Microphone and Video:

- ✓ Mute your microphone when not speaking to minimize background noise.
- ✓ Enable your video camera for all virtual meetings unless there are specific reasons for not doing so.

3.7 Engagement and Participation:

- ✓ All the team members are expected to attend the meetings without fail.
- ✓ In case of unforeseen incidents such as power/ internet outages, you are expected to have a backup plan and inform your line managers.
- ✓ In case you are not able to attend any meeting, please inform your line manager prior.
- ✓ Actively participate in discussions and contribute to the meeting's objectives.
- ✓ Raise your hand or use the chat function if you have a question or comment.

3.8 Respect, Sensitivity and Professionalism:

- ✓ Be mindful and respectful of cultural differences and sensitivities when selecting the attire.
- ✓ It is important to consider the diverse nature of our workforce and ensure that clothing choices do not offend or create discomfort for others.
- ✓ Treat all meeting participants with respect and professionalism.
- ✓ Avoid multitasking or engaging in unrelated activities during the meeting.
- ✓ Do not use 'AVATAR's' as Profile picture

3.9 Meeting Agendas and Materials:

- ✓ Review the meeting agenda and any relevant materials before the meeting.
- ✓ Come prepared with any necessary documents or notes.

3.10 Meeting Duration:

- ✓ Respect the allocated time for the meeting and avoid unnecessary extensions.
- ✓ Stay focused and on-topic to ensure productive discussions.

3.11 Follow-up and Action Items:

- ✓ Take note of action items and follow up promptly after the meeting.
- ✓ Keep track of deadlines and deliverables resulting from the meeting.
- ✓ Reporting managers should be notified in advance if you cannot attend meetings.
- ✓ Do not record unless you have permission.
- ✓ Do not share a link to an online meeting on unrestricted social media posts or platforms.

3.12 Exceptions:

- ✓ There may be specific instances or events where alternate dress codes are communicated, such as themed meetings or casual Fridays.
- ✓ However, these exceptions will be clearly communicated in advance.

4. NON-COMPLIANCE:

Failure to comply with this policy may result in disciplinary action in accordance with the company's HR policies and procedures.

Reporting managers are responsible for ensuring that their teams adhere to this policy. They should communicate the policy to their respective team members and address any concerns or violations in a professional and constructive manner. Consistent enforcement of the dress code policy will help maintain a professional atmosphere during virtual meetings.

Revision and Deviations:

The management will periodically review the policy based on market trends, corporate inputs and business need within the organization. The management may at any point of time change or withdraw part of or the whole policy. Any deviation from the policy will be approved by the Operational Head.

Verified By:	Approved By:
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