



At Domus, we expect all employees to follow these Zoom/Teams etiquette rules when hosting or attending a virtual meeting:

1. Be on time as both a host and a guest.
2. Introduce yourself at the beginning of the meeting.
3. Turn and keep your camera on.
4. Dress appropriately. Casual attire for internal meetings, business casual for meetings with people outside our organization.
5. Mute your microphone until it is your turn to speak.
6. Avoid multi-tasking.
7. Ensure your background is professional or blur your background.
8. Refrain from eating during meetings.
9. Position your camera to maintain eye contact.

I have read the Domus Zoom/Teams etiquette guidelines and agree to abide by them. I have had the opportunity to ask questions.

Printed Name: _____

Signature: _____

Date: _____