



VIDEO & AUDIO - MEETING POLICY

1. All are request to Login before 5 minutes of scheduled timings.
2. Everyone must be attentive while the call get started to till end
3. All must be stay in safest and silent place to accommodate while attending the call
4. While in call everyone put Mute on their device, You video should be on till end of the meeting
5. If needs to speak can UN-MUTE until necessary
6. Everyone must speak the call as per the timeline with the allotted slots.
7. In case of emergency for not attending the call Prior Approvals are needed.

Note: You were present that day but did not attend the meeting, you were marked as LOP

HR.P.039