



# Civility

in

## Video Calls

- **Allow teams to maintain connections, no matter where they physically are.**
- **Improve communication, collaboration, trust and relationships with colleagues and those we serve.**
- **Are cost-efficient, time-saving, reliable, and easy to schedule.**
- **Enhance productivity, efficiency, and decision making.**



## Do

### **Keep Your Camera On:**

Maintain your camera on as much as possible to stay engaged.

### **Dress Appropriately:**

Be mindful of your attire, especially while telecommuting.

### **Position Your Camera:**

Place your camera at or above eye level and stay centered on the screen.

### **Make Eye Contact:**

Look at the camera to create a sense of eye contact with others.

### **Minimize Distractions:**

Ensure your background is free of distractions for your audience.

### **Use Background Filters:**

Show a clean background or use a filter to blur or superimpose a background.

### **Mute When Not Speaking:**

Mute your microphone when you're not actively speaking.

### **Respect the Speaker:**

Give your full attention to the speaker and allow them to finish before responding.

## Video Calls

## Don't

### **Misuse the Chat Function:**

Avoid using the chat for off-topic conversations.

### **Engage in Distracting Behaviors:**

Refrain from spinning in your chair or excessive movements.

### **Engage in Tomfoolery:**

Maintain professionalism and avoid fooling around.

### **Display Sensitive Information:**

Ensure no proprietary or sensitive information is visible on your screen.

### **Get Distracted:**

Avoid checking emails or instant messages during the call.

### **Use Your Cell Phone:**

Keep your cell phone off or alert your audience why you need to answer it.

### **End the Meeting Prematurely:**

As a host, ensure all guests have left before closing the meeting.

