



TLC Video Calls Policy

Purpose

The Purpose of this policy is to establish guidelines for conducting video call in the office to facilitate effective communication, collaboration, and professionalism among employees.

Scope

This policy applies to employees of TLC Digitech Private Limited who utilize video conferencing platforms for work related purposes within the office environment or remote work.

Guidelines:

- 1. Use of Video Calls:** Video calls should be utilized for meeting and discussions where visual communication enhances understanding and engagement, such as team meetings, client presentations and internal & external training sessions. All video calls conducted for the official business purposes must be organized and conducted using authorised software approved by the organization like Microsoft teams. The use of unauthorised video conferencing platforms is strictly prohibited, however other platforms can be used on exceptional basis for clients or other external stakeholders with prior approval from management.
- 2. Scheduling:** Video calls should be scheduled in advance whenever possible to ensure participants have ample time to prepare and join meeting punctually. There should be specific agenda for the meetings and organiser shall ensure to involve only relevant stakeholders in the meeting.
- 3. Technical Preparation:** Prior to video call, participants must ensure that their equipment (camera, microphone, speaker) is functioning properly and that they have a stable internet connection. All participants must ensure that their camera is turned on.
- 4. Professional Appearance:** Participant should dress professionally and maintain a neat and tidy appearance during the video calls similar to in personal meetings.
- 5. Background and Environment:** Participants should choose a quiet and well-lit location for the video calls, free from distractions and with a neutral professional background. Participants should not take calls from road or any other area that causes disturbance.



6. **Mute when not speaking:** Participants should mute their microphone when not speaking to minimize background noise and prevent interruptions.
7. **Active Engagement:** Participants should actively engage in the discussion, maintain eye contact with camera when speaking, and show respect to other participants by listening attentively.
8. **Respect Timings:** Participants should adhere to the scheduled start and end times of the video call to respect others time commitments. Meetings should be kept concise and focused on the agenda. All participants are required to join scheduled meetings a minimum of 2 minutes prior to the designated start time. Prompt attendance ensures timely commencement of the meeting and allows for unnecessary preparations or technical adjustments.
9. **Recording and Documentation:** Video calls may be recorded for documentation purpose only with prior consent from all the participants and wherever necessary. No AI (Artificial Intelligence) recording tools should be used for recording purpose. Recording should be stored securely and in compliance with data protection regulations. Any unauthorized recording of meetings whether audio or video, is strictly prohibited. Participants are not permitted to record, reproduce, or distribute any portion of meeting without the explicit consent of all the parties.

Enforcement

Violation of this Policy may result in disciplinary action, upto and including termination of employment, depending on the severity and frequency of the offense.

Review and Revision

This Policy will be reviewed periodically to ensure its effectiveness and relevance to evolving business needs and technological advancement. Any update or revisions will be communicated to all employees accordingly.

Acknowledgement:

By participating in video calls, employees acknowledge their understanding and agreement to comply with the guidelines outlined in this Policy.