

POLICY NO. - Gen-009
EFFECTIVITY DATE - Aug 2020

ORIGINAL POLICY NO. - NEW
ORIGINAL ISSUE DATE - NEW

LAST AMENDMENT DATE - NEW
PROCEDURE FLOW NO. - NONE

POLICY TITLE: VIRTUAL MEETING

POLICY STATEMENT:

The company will hold virtual meetings to ensure business continuity during times where face-to-face meetings are not possible.

OBJECTIVES:

1. To enable the company to continue its work and maintain strategic oversight where face-to-face meetings are not possible.
2. To provide a framework in which to run meetings virtually.
3. To provide guidelines and etiquette practices to be followed during virtual meetings.

POLICY GUIDELINES:

1. Definition of Terms
 - 1.1 Virtual Environment- Refers to online mediums (i.e. viber, googlemeet, zoom) utilized to perform the virtual meeting.
 - 1.2 Virtual Meeting- Refers to a meeting hosted via a virtual environment and not face-to-face.]
 - 1.3 Hybrid Meeting- Refers to a meeting attended by members both virtually and face-to-face.
 - 1.4 Virtual Invitee- Refers to a member invited virtually to attend a meeting.
 - 1.5 Meeting Link - Refers to the access link sent by the meeting secretary to enable entry into the virtual meeting.
 - 1.6 Screen Sharing- Refers to the action of presenting one's computer screen or specific window for the benefit of the body.
 - 1.7 Presentation Time- Refers to the time a member is presenting his/her reports.
 - 1.8 Machine Host ID- Refers to your ethernet ID/MAC address. It consists of 6 pairs of numbers and letters A-F.
2. General Guidelines
 - 2.1 Virtual meetings will only be held if face-to-face meetings are not possible.
 - 2.2 When some members are unable to attend a face-to-face meeting, a hybrid meeting shall be held instead.
 - 2.3 Video and audio recording of any virtual meeting is prohibited.
 - 2.4 Meeting Secretary must allow entry at least ten (10) minutes before the start of the virtual meeting.
 - 2.5 Attendees must be in complete uniform during the virtual meeting.

- 2.6 Only those invited are allowed to attend the virtual meeting. No observers are allowed.
 - 2.7 Video screen of members must be kept on during attendance check, and respective presentation time.
 - 2.8 Microphones must be set mute when not speaking.
 - 2.9 If a member needs to step out during the meeting, he/she must type: "stepped out" in the chat box.
 - 2.10 When a member has returned, he/she must type: "returned to meeting" in the chat box.
 - 2.11 A member who wishes to take up a comment or concern must raise his/her hand and wait to be called by meeting secretary.
3. Roles and Responsibilities
- 3.1 Meeting Secretary
 - 3.1.A Generating and sharing of meeting link.
 - 3.1.B Allowing entry into meeting.
 - 3.1.C Muting members that are not speaking.
 - 3.1.D Removing members from meetings.
 - 3.1.E Presenting of prayer, agenda, minutes.
 - 3.1.F All other responsibilities as that of the meeting secretary for a regular meeting
 - 3.2 Attendees
 - 3.2.A Presenting respective reports.
 - 3.2.B Muting one's account if not speaking.
 - 3.2.C Accessing virtual meeting via meeting link.
 - 3.2.D Submit machine host ID of personal devices if being used for virtual meetings.
 - 3.3 Syst
 - 3.3.A Assisting in the set-up and installation of necessary equipment (i.e. webcams, microphones, laptops)
 - 3.3.B Set-up of official virtual environment accounts (i.e. googlemeet, zoom)
 - 3.3.C Provide tutorial materials for the basic functions of the virtual environment medium.
 - 3.3.D Provide technology support for members experiencing difficulties.
4. Virtual Environments to be used for official meetings are
- 4.1 GoogleMeet
 - 4.2 Zoom
 - 4.3 Viber
5. Appropriate Devices to use for virtual meetings
- 5.1 Company owned and controlled PCs
 - 5.2 Company owned and controlled laptops
 - 5.3 Personal equipment registered with Syst
6. Personal Equipment Registration
- 6.1 Submit machine host ID to Syst at least five (5) days prior to virtual meeting.

IMPLEMENTATION:

1. The Meeting Secretary is responsible for the strict and proper implementation of this policy.

MONITORING:

1. The GCmp Head is responsible for monitoring the strict and proper implementation of this policy.

REPEALING CLAUSE:

1. Any policy, procedure, rules or regulations, or instructions, or part thereof, inconsistent with the above amended policy guidelines are hereby repealed, amended or modified accordingly.

AMENDMENT:

1. This policy may be amended/canceled at any time. Any amendment to/cancelation of this policy must be in writing and duly approved by the President

EFFECTIVITY:

1. This policy takes effect ten (10) days after approval by the President.

**ORIGINAL POLICY AND
AMENDMENTS WRITTEN BY:**


SOFIA M. PRIETO

APPROVED BY:



MR. ELMER Z. ACANCE
President