

Protocol for Virtual Meetings and Hearings

Confidentiality

Prior to the work-related meeting taking place, all participants involved in the meeting will be asked to ensure that the following **confidentiality protocols** are in place and adhered to throughout the meeting:

- You are in a private space on your own.
- You are not recording the meeting.
- No-one else is in attendance with you on the call (with the exception of a trade union representative/companion).
- If anyone enters the room during the meeting, this should be declared and if necessary, the meeting will be adjourned to allow you to move to another room.

Conducting the Virtual Meeting/Hearing


Whilst individuals may be participating virtually or from their home, the normal protocols regarding work-related meetings will apply.


As the meeting/hearing is an extension of the workplace participants must display appropriate standards of conduct and behaviour throughout.

The meeting/hearing will be conducted in the normal way however, some **further protocols** will be required.

 At the start of the meeting:

- Ensure all participants are confident using the virtual facility.
- Confirm adherence to confidential protocols.
- Agree comfort breaks.
- Agree how adjournments will be facilitated.
- Panel/Committee will provide a mobile telephone contact number to be used to help resolve any potential technical difficulties.

 If participants have any problems hearing any aspect of the meeting they must make that known immediately so that the relevant parties can repeat themselves.

 Any technical difficulties or temporary distractions such as loss of signal, frozen screen etc. should be flagged immediately.