



## Memorandum

**To: All Employees**

**Re: Virtual Meetings Etiquette Policy**

**Date: August 3, 2023**

---

The SSF Group Australia would like to take this opportunity to advise you of the introduction of the Etiquette Policy relating to Remote Working Set-up.

*Employees are expected to follow specific guidelines when they are working from home. Employees are still expected to be neatly presented and direct all their attention to their work duties whilst working at home.*

*Employees who work from home are expected to:*

- *Wear appropriate work attire.*
- *Turn on your camera at all times during company meetings and team huddles.*
- *Work on a well-lit area and ensure that you are visible on the screen.*
- *Choose an appropriate background to avoid distractions.*
- *Have a solid and well-functioning speaker and microphone.*
- *Limit background noise as much as possible.*
- *Be prepared for meetings to ensure you are not needing to go and find things during the meeting.*
- *Do not take screenshots of video meetings for privacy reasons.*
- *Request for the participants' permission before recording the meeting.*

The Policy will be operative on August 3, 2023. Please note that breaches of this policy may result in disciplinary action.

Please acknowledge through the QR code attached below to indicate your understanding of the details confirmed in this memorandum.

If you have any questions or concerns in relation to this matter, please contact the OAC Governance Unit on [OAC-GOVERNANCE@ssfservices.com.au](mailto:OAC-GOVERNANCE@ssfservices.com.au).

---

**SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING**

