



PO Box 134, Round Rock, Texas 78680

friendsshineonline.com

Code of Conduct for Program Participants

To ensure the time we spend together online is both productive and rewarding for everyone, we ask that all attendees agree to the following guidelines and behaviors. Noncompliance can be cause for removal from the virtual meeting session.

- When you log on, make sure your face is showing in your camera and a light is on in your room.
- Keep your camera on while you are in the meeting.
- During scheduled break times, turn your camera and microphone off.
- Do not log out of the meeting unless you do not plan to return to the session.
- Keep your microphone on mute unless it is your turn to talk or when it is Open Mic time.
- Be respectful to all participants.
- No bad language.
- All participants must be dressed appropriately. Wear casual clothes.
- Sit up during the meeting so we can see your beautiful smile.
- **No** picture taking of the meeting! Everyone has a right to privacy.
- Keep your computer/laptop/phone stationary. Do not walk around with your device.
- Don't distract others. If you must use your phone, mute your microphone and turn off your camera until you rejoin the online session.
- Be sure to log off of the meeting at the end of each session.

I agree to follow the Friends Shine Online Code of Conduct as stated above.

Signature (When completed digitally my typed name represents my legal signature)

Date