



## **ADM-106: Remote Meeting Resource Usage – 15 April 2021**

### **Purpose & Scope**

The purpose of this policy is to ensure appropriate use of INCOSE Remote Meeting resources by the members and contractors of INCOSE.

This policy applies to the INCOSE Board of Directors, the Governing Bodies of INCOSE Chapters globally, all institutional members of INCOSE, all individual members of INCOSE, all Contractors to INCOSE, the INCOSE Certification Office and the INCOSE central and local administrative offices.

### **Authority & Responsibility**

The Board of Directors of INCOSE shall take the necessary action to comply with the requirements defined in this policy. They shall also ensure that Chapters of INCOSE, institutional members, full individual members, associate members, contractors and administrative offices, globally, comply with this policy.

### **Requirements – Remote Meeting Resource Usage:**

INCOSE shall fund the use of the Remote Meeting Resource tools for INCOSE-only use by INCOSE Boards, Governing Bodies, Committees, Working Groups, Chapters, the INCOSE Certification Office and INCOSE Administrative Offices.

INCOSE Remote Meeting Resource maintenance shall be performed by the INCOSE Administrative Office in accordance with their contracts.

The use of INCOSE Remote Meeting Resource accounts is restricted to INCOSE members and contractors and shall be for official INCOSE business only. All use shall be responsible, ethical and consistent with the INCOSE bylaws, polices and code of ethics. This includes:

1. Using the Remote Meeting resources for official INCOSE business only (i.e., not for personal, unauthorized, illegal or unethical purposes).
2. Respecting the privacy of others by not misrepresenting oneself as another user; by not modifying material presented by others; by not presenting materials that may reasonably be construed to be offensive by others; and by not interfering with the use of Remote Meeting Resources by other users.
3. Presenting only authorized materials (i.e., unclassified, non-proprietary, author-approved).



INCOSE does not vouch for or endorse any information that is presented through the Remote Meeting Resource tools.

INCOSE may impose restrictions, such as time limits or types of use, on anyone using the INCOSE Remote Meeting Resource accounts.

INCOSE reserves the right to monitor use of the INCOSE Remote Meeting Resource accounts to ensure compliance with this policy.

INCOSE may disallow an individual or group from using INCOSE Remote Meeting Resource accounts if behavior in conflict with this policy is observed. Misuse or abuse of an INCOSE Remote Meeting Resource account may result in disciplinary action in accordance with the Disciplinary Policy, ADM-107.

### **Related Policies**

ADM-107

### **Related Procedures, Templates and Forms**

None

**SUPERSEDES:** ADM-106 dated July 12, 2018

**APPROVED BY:** INCOSE Board of Directors, Virtual Q2, 15 April 2021

**POLICY OWNER (RACI Responsible R):** Chief of Staff /Operations Manager

**MAINTAINED BY (RACI Accountable A):** Secretary