**1.3 I can use appropriate methods to promote trust when working collaboratively**

When using Microsoft Teams at work for meetings I make sure to be respectful of others ensuring that they are allowed time to speak and express their opinion. All team members should be given the opportunity to speak during the meeting and should not be cut off by others interrupting. I have been in meetings where participants have expressed their frustrations with opposing opinions on camera (e.g. making faces/ talking whilst the audio is off with other participants) or disagreeing via the comments section and this is not acceptable or an example of collaborative behaviour. It does not allow others a calm and safe space to express their opinion and use the software as intended. It is important to recognise that others may have a different opinion to you and this does not mean you can lose your temper or force them to agree with you. Whilst the software allows you to attend a meeting remotely you must still remember that you are representing your workplace and must abide by their policies and therefore act as you would if you were at the workplace, meeting in person.

When using platforms such as social media in a private capacity it is also important to recognise that others will have a different opinion to you as social media will reflect the views of millions of people. It is not acceptable to send abuse or troll others for differing opinions on social media and providers will state this in their acceptable use policies.

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