# Office Decorum Policy

### 1. Objective

The purpose of this policy is to foster a professional, respectful, and safe working environment for all employees. Office decorum reflects the culture of the organization and ensures harmony, productivity, and mutual respect across teams and departments.

This policy applies to all employees, regardless of their designation, department, or tenure, and is expected to be upheld at all times during working hours, on office premises, and during official events.

### 2. General Code of Conduct

#### 2.1 Do Not Take What’s Not Yours

Employees must not touch or use another person’s belongings—including stationery, gadgets, or personal items—**without explicit permission**. Regardless of how accessible or unguarded the items appear, always **ask before borrowing or using anything** from another person’s desk or cabin.

#### 2.2 Respect Everyone

Respect should be the foundation of every interaction. Employees are expected to treat each other with courtesy and dignity, irrespective of **designation, experience level, gender, age, or background**. Hierarchical position is no excuse for disrespectful behavior. Juniors, peers, and seniors alike must be treated with professionalism.

#### 2.3 Public Display of Affection (PDA)

Any form of public display of affection—such as **hugging, kissing, holding hands, or inappropriate physical contact**—is **strictly prohibited** on office premises. This applies to all employees, regardless of the nature of their relationship (e.g., married, dating, friends). The workplace is a professional setting, and boundaries must be maintained.

#### 2.4 Language and Communication

All employees are expected to use **polite, professional, and non-offensive language** while interacting with colleagues. Avoid:

* Profanity, vulgar remarks, or insults
* Sarcasm is meant to humiliate or embarrass
* Yelling or raising your voice in anger

Using respectful communication helps preserve a healthy and inclusive work environment.

#### 2.5 Alcohol Consumption

* **Alcohol consumption on office premises is strictly prohibited.**
* Employees must never report to work **under the influence of alcohol**.
* Violations will be treated as **serious misconduct** and can result in disciplinary action, including termination.

#### 2.6 Abuse of Authority or Position

Employees in supervisory or leadership roles must not **exploit their position** to gain personal favors or intimidate others. Any attempt to exert undue influence, whether directly or indirectly, will be considered unethical and subject to disciplinary review.

#### 2.7 Inappropriate Touching

Any form of **unwelcome physical contact** or inappropriate touching will be considered a violation of office decorum and could constitute sexual harassment. Employees must act responsibly and maintain physical boundaries at all times.

#### 2.8 Avoid Gossip

Gossiping, spreading rumors, or making personal judgments about colleagues is strictly discouraged. Gossip:

* Damages workplace trust
* Harms reputations
* Creates divisions and exclusion

If you encounter inappropriate gossip, report it immediately to HR at **hr@antiersolutions.com**.

#### 2.9 Religious or Political Discussions

Avoid engaging in debates or discussions related to **religion, politics, or deeply personal ideologies** at the workplace. Such discussions can lead to:

* Conflict
* Misunderstanding
* Hostile environments

Employees are expected to maintain neutrality and professionalism on such matters.

#### 2.10 No Bullying

Workplace bullying—including verbal threats, shouting, intimidation, or psychological pressure—is strictly prohibited. All employees are entitled to a **safe, stress-free work environment**. Report any such behavior immediately to HR.

#### 2.11 Maintain a Quiet Environment

Refrain from speaking loudly on calls or in group discussions. Loud conversations disturb nearby coworkers and hinder concentration. Maintain a **professional tone and volume** while speaking in open office areas.

#### 2.12 Zero Tolerance for Physical Violence

Physical aggression of any kind—**pushing, shoving, hitting, or threatening behavior**—is not tolerated. Any employee found engaging in violence will be subject to **immediate termination and potential legal action**.

#### 2.13 Conference Room Etiquette

* Use meeting rooms **only for official purposes**.
* Do not use them for personal calls or to work in isolation unless pre-booked.
* After use, **rearrange chairs and clean up any waste** to maintain cleanliness for the next users.

#### 2.14 Clean Desk Policy

Each employee is responsible for maintaining a **clean and organized workspace**. Office housekeeping will perform daily cleaning, but personal responsibility is essential.

* Avoid clutter, leftover food, or unclean items.
* Use dustbins for trash and wrappers.
* Ask for housekeeping assistance only when necessary.

#### 2.15 Mobile Phone Usage

* Keep phones on **silent or vibrate mode** to avoid disturbing others.
* For personal calls, **move to private areas** like break rooms or corridors.
* Limit call durations and avoid speaking loudly in open spaces.

#### 2.16 Eating at Your Desk

* Light snacks (e.g., chips, biscuits, fruits) are allowed.
* Avoid foods with **strong smells or mess potential** (e.g., curry, soups).
* Dispose of wrappers and food waste **in dustbins only**.

### 3. Hygiene and Washroom Etiquette

Maintaining personal and shared hygiene is every employee’s responsibility.

* Always **flush** after use.
* **Clean the commode** with tissue paper if required.
* Avoid **wetting the toilet seat or the floor**.
* Dispose of **tissue paper and sanitary napkins** in the designated dustbins.
* **Do not throw anything into the commode** to avoid clogging.
* If the washroom is dirty, inform the housekeeping staff or admin immediately.

### 4. Breach of Office Decorum Policy

Violations of this policy will lead to **disciplinary action**, based on the severity and frequency of the offense:

| **Violation** | **Action** |
| --- | --- |
| First-time or minor offense | **Verbal and written warning** |
| Repeated offense | **Final written warning and HR review** |
| Serious misconduct (e.g., violence, harassment, theft) | **Immediate termination and/or legal action** |

* Management reserves the right to **terminate employment** or pursue **legal remedies** depending on the nature of the breach

### 5. Conclusion

A disciplined, respectful, and professional work environment is critical to personal success and collective growth. Every employee is expected to uphold these standards of behavior and contribute to a culture of mutual respect and responsibility.