

Policy Statement:

The National Technology Group is committed to maintaining a professional, respectful, and inclusive work environment. While we recognize that employees may form personal relationships with colleagues, it is important to maintain professional boundaries at work. Public displays of affection (PDA) that are inappropriate or excessive can create discomfort among colleagues and disrupt the workplace environment.

Policy Details:

1. Scope:

- a. This policy applies to all employees, contractors, and visitors within the company's premises and at any company-sponsored events or activities.

2. Definition:

- a. Public Display of Affection (PDA) includes any intimate physical interactions and behaviors that may be deemed inappropriate in a professional setting.

3. Guidelines:

- a. Employees are expected to conduct themselves in a professional manner at all times. Brief and culturally acceptable physical greetings are allowed, but intimate displays of affection are not.
- b. Employees should be mindful of their colleagues' comfort and maintain behaviors that respect personal space and professional boundaries.
- c. PDA should be minimized on company premises and at company-sponsored events to maintain a professional atmosphere.

4. Reporting and Addressing Concerns:

- a. Employees who feel uncomfortable with the PDA of colleagues are encouraged to report their concerns to their supervisor, manager, or Human Capital by filling out the Public Display of Affection (PDA) Incident Report Form.
- b. All reports will be handled with confidentiality and discretion to protect the privacy of all parties involved.
- c. HC will investigate the reported concerns promptly and take appropriate action if necessary.

5. Consequences of Policy Violation:

- a. First Violation: Employees found in violation of this policy will receive a verbal warning and be reminded of the PDA guidelines.

- b. Repeated Violations: Continued non-compliance may result in written warnings, mandatory counseling, or other disciplinary actions that lead to termination of employment.

6. Training and Awareness:

- a. All new employees will receive training on the PDA policy during their onboarding process to ensure understanding and compliance.
- b. Periodic training sessions will be conducted to reinforce the importance of maintaining professional boundaries and respectful behavior in the workplace.

7. Exceptions:

- a. The company acknowledges that cultural differences may influence perceptions of appropriate behavior. Employees are encouraged to be sensitive to these differences and seek guidance from the HC if unsure about specific behaviors.