

OFFICE ROMANCE POLICY

ADEX INTERNATIONAL PVT. LTD.

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1. Purpose:

This office romance policy is established to provide guidelines and expectations regarding workplace relationships, ensuring a professional and respectful work environment while acknowledging the reality of interpersonal connections among employees.

2. Scope:

This policy applies to all employees, including full-time, part-time, temporary, and contract workers.

3. Policy:

3.1 Permissible Relationships:

- a. Relationships between employees are allowed but should not interfere with job performance or create conflicts of interest.

3.2 Public Display of Affection (PDA):

- a. Employees engaged in a romantic relationship are expected to maintain a professional demeanor in the workplace.
- b. Public displays of affection (PDA), including but not limited to embracing, or other intimate behaviors, are strictly prohibited within the office premises.

3.3 Professional Conduct:

- a. Employees involved in a romantic relationship are expected to always conduct themselves professionally.
- b. Behaviors such as favoritism, bias, or special treatment towards the romantic partner are strictly prohibited.
- c. Employees are not allowed to let relationship affect work dynamics.

- d. Personal relationships should not interfere with work responsibilities. Employees are expected to prioritize their job duties and ensure that their personal lives do not disrupt the workflow or productivity of the team.

3.4 Disclosure:

- a. Employees involved in a romantic relationship within the internal employee structure are encouraged to voluntarily disclose the relationship to the HR department for transparency, address any potential conflicts of interest.

3.5 Conflict of Interest Management:

- a. Employees in a romantic relationship should avoid situations where their personal relationship could create a conflict of interest or compromise the integrity of decision-making processes. This might include refraining from participating in decisions involving promotions, salary adjustments, or assignments directly affecting the partner.

3.6 Professionalism in Communication:

- a. All communications within the workplace, including emails, instant messages, and other forms of correspondence, should remain professional and respectful, regardless of personal relationships.

3.7 Recourse for Disputes:

- a. In the event of conflicts arising from personal relationships, employees are encouraged to resolve them in a mature and professional manner. HR or management may intervene if necessary to address issues that affect the work environment.

3.8 Workplace Harassment and Discrimination:

- a. Harassment or discrimination based on a romantic relationship status, whether consensual or not, will not be tolerated. Employees are encouraged to report any instances of harassment or discrimination promptly.

3.9 No Retaliation:

- a. Retaliation against employees who report violations of this policy or participate in investigations regarding such violations is strictly prohibited and will result in disciplinary action.

3.10 Consensual Relationships Acknowledgement:

- a. Employees involved in a romantic relationship must sign an acknowledgment form indicating their understanding and agreement to comply with the office romance policy.

4. Disciplinary Action:

- a. Violations of this policy, including public displays of affection and engaging in favoritism or biasness, and not disclosing the relationships will result in disciplinary action.
- b. Disciplinary measures may include verbal warnings, written warnings, suspension, or termination, depending on the severity and recurrence of the violation.

5. Amendments and Updates

Adex reserves the right to modify, amend, or update this office romance policy to ensure its effectiveness and relevance to the company's culture and values. Any changes will be communicated to employees in a timely manner.