

EMPLOYEE RELATIONSHIPS IN THE **WORKPLACE POLICY**

Employee Relationships

In order to minimize the risk of conflicts of interest and promote fairness, **Neoinfinit Multicons Pvt Ltd** maintains the following policy with respect to romantic or dating relationships in the workplace:

Romantic or dating relationships between employees are permitted; however, they must comply with the terms outlined in this policy. Relationships that create actual or perceived conflicts of interest are strictly prohibited.

Employees may not engage in a romantic or dating relationship where one employee has direct supervisory authority over the other or can influence decisions related to hiring, promotion, compensation, performance evaluation, discipline, or termination.

Prior Employee Relationships

A supervisor or manager who has had a previous romantic or dating relationship with a subordinate, or with an employee whose terms and conditions of employment he or she may influence, will not be involved in decisions relating to that individual's promotions, salary adjustments,

performance evaluations, disciplinary actions, termination, or other employment matters.

Policy Protocols and Consequences

All employees engaged in a romantic or dating relationship with another employee must promptly notify the Human Resources Department.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Individuals involved in a relationship covered by this policy may be required to sign a written acknowledgment confirming that the relationship is voluntary and free from coercion, harassment, or undue influence.

Professionalism

Employees are expected to conduct themselves in a professional manner at all times. Workplace dating or romantic relationships must not interfere with professionalism, including treating others with respect and refraining from behavior that may make others uncomfortable (such as overt displays of affection or inappropriate language).

Management personnel are expected to maintain a higher standard of professional conduct at work and at any company-sponsored events.

Managers and supervisors are strictly prohibited from engaging in conduct

with subordinates that could be perceived as inappropriate, coercive, or constituting sexual harassment.

Discretion and Non-Discrimination

Neoinfinit Multicons Pvt Ltd retains discretion in the enforcement of this policy. Decisions made under this policy will be based on legitimate operational and business considerations and will be applied without regard to sex, race, color, religion, creed, age, national origin, citizenship, disability, military status, or any other protected characteristic under applicable law.