



Objective

The goal here is to lay down a guideline on appropriate behaviors that aligns with our remote workplace and it extends to company gatherings in events such as conferences, team events, and company offsites.

We foster a workplace and culture which is free from any bias whatsoever. The workplace is defined as an environment of like-minded individuals who work together to achieve shared goals and objectives. Springworks encourages fellow colleagues to foster friendly work relationships outside of work and in no way prohibits employees from dating or having a consensual relationship.

However, in events of such nature where the relationship is not of business in nature, it may at times lead to discrimination or partiality or affect the unbiased decision-making capability of either party involved. The objective of this policy is to define acceptable standards of behaviors expected and lays down guidelines for events that may lead to escalations.

Scope

This policy applies to all our employees/interns/consultants, regardless of gender, sexual orientation, department, and seniority.

For the purposes of this policy, “dating” includes consensual romantic relationships or sexual relations.

Any form of harassment will be under the purview of the IC committee under [POSH policy](#). In any occurrence of such an event, you can reach out to our IC committee members.

This policy is enforced by the management and the HR department.

RELATIONSHIPS AT WORK

While we don't object to relationships, our workplace is a professional environment and is governed by a code of conduct. **Before you start a relationship with a colleague** please consider any problems or conflicts of interest that may arise. For example, if you're working with a colleague on an important project, a relationship between the two of you (or a possible breakup) could affect your work. Make sure you've thought about all parameters before making a decision.



In the case where you are working in the same team/function, it is ideal to disclose the relationship to your immediate supervisor or to the HR team. Be respectful of other colleagues and avoid singling either person out either in a meeting formal or informal or in any gatherings which might make other colleagues uncomfortable.

When you begin your relationship, HR/Manager/any disclosed party in no way will interfere in your private lives and will be discrete. In an event where the employee feels that someone is interfering in their private matters, such matters can be brought to the attention of either manager or HR. If in the case of disruption in work, productivity or if suggested by either party of an intervention HR or manager will take up that conversation assuring discretion in the workplace. Some things to consider:

- Keep your personal issues and discussions out of the workplace
- Be productive and focused as always. In the event that your work is affected by dating a colleague, seek counseling from your manager/HR or specialized counselor. We have mental health support through Pazcare.

After you stop a relationship with a colleague If a relationship ends abruptly for any reason, both the impacted employees must maintain the utmost professionalism, ensure there is no disruption to work and/or cause any disturbance at the workplace or share any such personal information with other colleagues. All these will result in a violation of our Code of Conduct policy about respect in the workplace and we will face disciplinary action. Report any such incident to HR.

Unacceptable behavior in a remote setting:

While working remotely employees are out of the scope of Public Display of affection yet it is important to be aware of the unacceptable behavior in a remote setting

- Putting up slack status which has implied meaning or indirect hint to either employee makes other colleagues uncomfortable
- Undue usage of EngageWith and giving kudos/shoutouts which are not justified
- Singling either employee in meetings, group video calls, engagement events, etc.
- Any form of PDA displayed via text either on the public channel or on private meetings/group DMs which is deemed inappropriate in a workplace



Guideline for offsite and company gatherings:

We expect decorum in company offsites, even though we are meeting in a relaxed informal environment this still is a trip with colleagues and an official Springworks meetup. The ask here

is to be respectful and sensitive to your colleagues and be aware of your surroundings. This applies to both company organized offsites and people organized.

In the case of a conflict during the offsite please be aware of the formal setting that you are in and reach out to HR if any intervention is required. If the relationship is not disclosed prior and a conflict arises the individuals will be held accountable for their actions.

Guidelines for dating superiors/managers:

Relationships of such nature are advised to be disclosed to HR to avoid bias. In case of a breakup, please consider the next course of action in terms of work and how to handle things. In an event where an employee is a direct reportee, such instances are advised to be brought to the immediate attention of HR and higher management - management will change the reporting manager to an unbiased person in this case.

In a case of a conflict of interest if any relationship remains undisclosed and later escalated to the management or HR the parties involved will be held accountable for their actions.

Separation and failure to adhere:

In an event where an employee fails to adhere to the guidelines laid down in the policy either for a disclosed or a non-disclosed relationship, Springworks has the right to investigate while ensuring that private life is not compromised on a company level and has the right to levy disciplinary action against the employee found in non adherence to the policy which may even **lead to termination.**

In an event where either employee wants to resign on the grounds of a breakup in the relationship or due to a conflict of interests such exits are encouraged to be discussed with HR and the manager to find a common ground. In an event where either involved party cannot find a mutual way to co-exist and one of them wants to leave such exits will be treated as a normal exit from the company.



Springworks condemns forcing resignation in a case where employees are separated. In an occurrence of such an event where one employee is forcing another employee to resign because of such separation - **such an event will be considered a form of harassment and will come under the guiding principle of POSH.** The IC committee, in this case, will investigate such an incident and if found true of such allegations it **may lead to the termination of the accused employee.**

Workplace Empathy

Springworks understands that any form of harassment to the couple, singling them out, talking in an open forum about the relationship, and bias from the manager because of the relationship also constitutes harassment and will not be tolerated in any way. If an individual is found dwelling in the personal lives of the couple or if the couple asks for HR intervention, the individual employees will be held accountable for their actions.

Further Springworks is empathic in the nature of a relationship. We understand that the break up of a relationship takes a mental toll and the performance of any individual is going to dip. In such events **IF** the relationship is disclosed to the manager or the HR either employee feels free to talk about their performance drop to the manager or the HR. Employees are also encouraged to take some time off work if the need be. However, looking at the continuity of the business as a factor if any employee's performance is going down beyond a rational timeline further intervention on performance will be taken by HR or the manager.