

Workplace Fraternization/Romance Policy

This policy is a set of guidelines each employee must adhere to, to keep any unnecessary issues resulting from a romantic relationship out of the workplace.

Our goal for our employees is to keep a professional relationship with one another while on company time. We are not prohibiting romantic relationships amongst employees. We are here to set boundaries if such a relationship arises.

Employees who do find themselves romantically involved are required to conduct themselves in a professional manner on company property, in company attire as well as on a job site. Behaviors not acceptable include but are not limited to:

- Hand holding
- Kissing
- Excessive / prolonged hugging
- Massaging
- Discussing your relationship in detail with others
- Lingering with partner instead of working
- Inappropriate touching
- Discussing domestic issues while on company time / arguing

The above list is not an all-inclusive list by any means. The actions can be added to or revised by company owners or management at any time. Any changes will be provided to each employee in writing when done so.

Relationships between Management and Subordinates

To avoid accusations of favoritism and the ability to abuse a position of authority, management is strictly prohibited from dating any direct subordinate employees. On the rare occasion this does happen, one of the employees will be asked to resign from their position.

Please keep in mind we are not barring romantic relationships in the workplace. We are simply asking that employees keep a professional appearance while on company time if a relationship does exist.

We are also trying to keep any unwanted harassment issues due to unwanted fraternizing from becoming a problem in the future. Should you have any concerns please see your immediate supervisor.

Please sign the following page as confirmation of receipt & turn into office

Disciplinary Procedure

- 1st Offense** -> Employee will receive a verbal warning regarding the action he/she was involved in.
- 2nd Offense** -> Employee will receive a written warning regarding the action he/she was involved in and informed that a 3rd infraction could result in termination.
- 3rd Offense** -> Employee will receive a written warning with the possibility of termination.
- 4th Offense** -> Employee will be terminated.

The above offenses will be kept in the employee's file. A copy will also be given to the employee incurring the warning. Please note that any written offenses will be included in decision making for future raises as well as promotions.

Please sign below agreeing to the receipt of our workplace romance policy.
By signing, you are committing adherence to this policy and to any disciplinary actions
taken against you should you choose to ignore it.

SIGNATURE: _____

PRINT: _____

DATE: _____