

Employee Fraternization Policy

Remington Group encourages team work and a collaborative environment, where employees take ownership of their behaviors and act according to company's expectations and policies. Our Fraternization policy outlines the company's guidelines on employees forming personal relationships with each other.

It is an individual's right to form a personal relationship with another colleague however, without rules and guidelines, personal relationships may turn into a somewhat more complex relationship and this may negatively impact our workplace. This policy outlines restrictions that will help maintain professional workplace conduct and order.

Friendships forming between employees are also included in this policy. Friendships allow for a more collaborative environment, but they may also occasionally create division within Departments or Business Units.

Scope

This policy applies to all our employees regardless of age, race, gender or sexual orientation. For the purposes of this policy, "dating" includes consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual harassment and we forbid them explicitly.

Policy elements

Dating in the workplace

Dating colleagues may cause problems if not handled correctly. Examples of common concerns are:

- Colleagues who date might spend a large portion of their work time talking or meeting with each other instead of completing their duties.
- Fights or breakups between couples might affect their ability to collaborate or maintain peace in the workplace.
- Employees who date supervisors might sue for sexual harassment if they are terminated.
- Employees who date executives might unfairly benefit from favoritism.

So, employees are advised to:

- Consider any possible conflict of interest before they enter into a relationship with a co-worker.
- Inform HR before they enter into a romantic or intimate relationship with a colleague.
- Keep discussions of personal issues out of the workplace.
- Seek counseling from HR or immediate manager, if needed.

- Maintain professionalism despite the status of the relationship and seek advice from their managers or HR to solve any issues.

When serious problems arise between couples, they are expected to resolve the issue outside the office or away from company premises and at their own time. Failure to do so may result in disciplinary action.

Unacceptable and acceptable behavior

When two employees are in a relationship with one another, they should behave appropriately in the workplace. We define unacceptable behavior as any action that:

- Offends employees.
- Disrupts or hinders company's operations.
- Distracts employees from their duties.
- Decreases employees' individual performance.

Examples of acceptable behavior for employees are:

- Passing by their partner's office to talk to them for non-work reasons for a very short time.
- Displaying affection discreetly and infrequently while on company premises.
- Discussing their plans as a couple during breaks or lunch hours (with or without colleagues.)
- Coming to and leaving from work together.

Examples of unacceptable behavior for employees are:

- Arguing in the workplace during or after working hours.
- Kissing or touching inappropriately in front of colleagues.
- Exchanging an excessive number of instant messages or calls unrelated to their work during working hours.
- Making their colleagues uncomfortable by talking or boasting about the relationship during working hours.

Employees who exhibit unacceptable behavior will face progressive discipline, up to and including termination in cases of repeated violations. HR is responsible for determining the appropriate disciplinary action.

Employees are also obliged to behave appropriately towards their colleagues who date each other. We prohibit victimization and hostility towards employees for any reason. This includes sexual jokes, gossip and improper comments. Employees who witness this kind of behavior should report it immediately to HR. All employees are required to follow our Code of Conduct at all times.

Dating managers

To avoid accusations of favoritism, abuse of authority and sexual harassment, we prohibit supervisors from dating employees who report to them.

Supervisors are strictly forbidden from dating their direct reports. If this occurs, the supervisor may face disciplinary action up to and including termination. This rule may be less strict in cases where a manager enters into a consenting relationship with an employee from another team or department.

When this happens, they must inform HR as soon as possible. It's to their best interest not to conceal their relationship as they may provoke disciplinary action if and when they are discovered. We may terminate those who repeatedly disregard this restriction.

Friendships in the workplace

Employees who work together may naturally form friendships either in or out of the workplace. We encourage this relationship between peers, as it can help employees communicate, collaborate and preserve harmony while working.

However, we must consider the negative consequences of forming this kind of personal relationship. Employees who are friends might occasionally:

- Enter into disputes over borrowed money.
- Gossip about colleagues and acquaintances.
- Form cliques or groups that exclude certain colleagues and bring discord.
- Prevent one another (whether directly or indirectly) from accepting promotions or relocations for the sake of their friendship.

To mitigate possible issues, employees are advised to:

- Discuss non-work related issues outside of the workplace.
- Ask for their managers or HR's help when they are unable to resolve an issue or conflict of interest.
- Follow our Code of Conduct at all times and focus on their duties while at the workplace.

Friendships with supervisors

Being friends with one's manager may have both positive and negative consequences. On one hand, friendship might facilitate honesty, trust and job satisfaction for both parties. But, friendship might also make managers and employees confused about how they should treat each other, especially where there's questions of favoritism and its negative impact on feelings and morale.

For these reasons, we encourage a harmonious and open relationship, but we think it's to everyone's best interest if managers are not intimately involved with their direct reports.

Openness

The key point of this policy is openness. We can't stop employees from forming relationships with one another and trying to prohibit them from doing so could incite deceit, resentment and gossip. For this reason, we expect our employees to be open about their personal relationships with colleagues. This does not mean that employees should draw attention to their relationship. But, hiding personal relationships with colleagues may negatively impact all parties involved.

Our company's commitment

Just like we expect employees to comply with this policy, Remington Group has responsibilities to ensure the following:

- Enforce this policy to HR and senior management as well as employees.

- Treat everyone equally when taking disciplinary action without discriminating against protected characteristics.
- Prohibit victimization, violence and retaliation of any kind.

We will keep our employees' freedom and individual rights in mind and follow PNG employment laws where applicable.

I acknowledge that I have read and understand the above.

Name	
Signature	
Date	

**** Please read, sign and date, and return.**