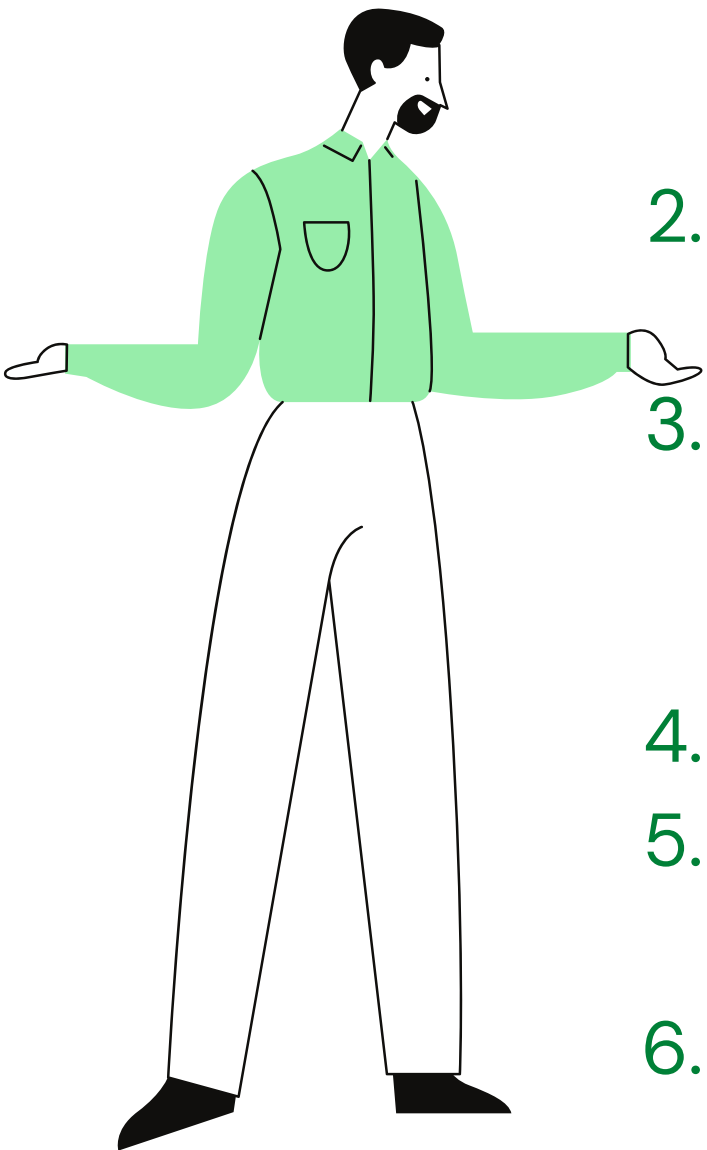


# How to maintain a Professional Relationship at work (for Men only)

HR Vidyalaya's  
POSH Snippet

02, Jan,  
2021

02



1. Do not disturb – Women.. colleagues/vendors/clients/applicants... after 8 pm (do not call / send unofficial messages through social media etc). An official email is OK, as an information, but not seeking the woman to respond, forthwith. Even.... allowed official messages (acceptable by any women colleague) can be restricted post 10 pm
2. Physical contact with a Women @ workplace.... A Polite Handshake.... OK....nothing else... A gentle hug, only if the woman allows and not an uncomfortable one.....
3. Do not Stand (closely) behind a Woman when she is at her Desktop/Laptop (Shoulder Surfing is usually prohibited)...Besides, when you are standing at a counter and a woman is sitting opposite, stand "away" at a comfortable distance
4. Do not mix personal relations of the woman during any unofficial discussions
5. Do not STARE at Women (whether she is looking at you or not)... There is a thin line of difference between Looking and Staring. Do not end up at outraging modesty...
6. Avoid – after office hours partying, outside and forced pick-up/drop, etc

Workplace is to perform, expected duty....just that.... nothing else.....