

## **Prohibition on Watching Non-Work-Related Video Content and Podcast Consumption During Business Hours**

### **Purpose:**

At MAPP, we are committed to fostering an environment where employees can focus fully on their work duties and maintain high standards of productivity. This policy has been designed to minimize distractions during work hours and ensure that all employees are able to dedicate their attention to their roles and responsibilities.

### **Policy Statement:**

Effective immediately, employees are prohibited from watching non-work-related videos, TV shows, movies, or any other form of entertainment during business hours. This includes, but is not limited to, streaming platforms, YouTube, or any video content intended for personal leisure.

The only moving-picture content allowed during business hours must be directly work-related, including but not limited to:

- Work-related webinars
- Training and educational videos
- Scheduled meetings or video conferences

### **Music and Audio Policy:**

To help create a positive work environment, MAPP allows employees to listen to music during business hours. We recognize that music can be a helpful tool for improving focus and productivity when appropriate. However, employees should ensure that the music selected is not disruptive to themselves or their colleagues.

### **Podcast Policy:**

While music may be conducive to maintaining focus, podcasts, particularly those with talking, interviews, or storytelling, can distract from task-focused work. Listening to podcasts, whether for personal entertainment or professional development, is not allowed during business hours. Podcasts require active listening and cognitive engagement, which competes with the mental focus needed for work tasks. For the same reason, audio books, news broadcasts, or similar content are also prohibited during business hours.

### **Rationale:**

Our brains are not capable of simultaneously focusing on multiple complex tasks, and multitasking—such as listening to podcasts while working—can significantly hinder performance. Research shows that listening to podcasts, which often involve nuanced or engaging topics, can draw cognitive resources

away from tasks that require concentration. In contrast, music, when used appropriately, generally has a neutral or even positive effect on focus for many employees.

The intention behind this policy is to maintain a workspace where your attention is fully dedicated to the task at hand, resulting in higher productivity, fewer errors, and stronger overall team performance.

**Compliance:**

Failure to comply with this policy may result in disciplinary action, including formal warnings and a review of performance. We trust that all employees will respect this policy to maintain a productive and distraction-free workplace.

**Conclusion:**

While we understand the appeal of entertainment and information, it is essential that personal activities like watching videos or listening to podcasts be reserved for personal time, outside of work hours. This ensures that everyone remains focused on the important work they are doing, helping us all contribute to the company's success.

By following this policy, you help create an environment where everyone can be their most effective and professional selves, contributing to a collaborative and high-performing team culture.