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Personal Relationships

Workplace

1. Introduction

The Company recognises that employees may form personal friendships and, in some cases, close personal relationships.

The Company recognises that employees' private life and does not discourage relationships between employees. Such relationships can be problematic if employees do not clearly separate their private and professional life. This policy outlines the Company's approach to such relationships and is in place in order to ensure the Company's reputation is not damaged.

These principles apply to all employees regardless of job or level of seniority.

In the context of this policy, a personal relationship is defined as:

- a family connection; or
- a romantic/sexual relationship.

In relation to romantic/sexual partnerships, the policy applies to opposite and same sex relationships.

2. Employees' responsibilities

Any employee who is involved in a relationship with a colleague, contractor, supplier and [customer] OR [client] while at work. Intimate behaviour such as kissing or holding hands is expressly prohibited during working hours, where professionalism must be maintained.

When a close personal relationship exists between an employee and a colleague working in the same [department] OR [team], the relationship must be declared to the manager, e.g. their manager OR the HR Manager.

If the relationship is between an employee and a colleague, the relationship must be declared to a senior manager. The declaration will be recorded on the personal files of both employees in the strictest confidence.

3. Managers' responsibilities

It is the responsibility of the manager to ensure that the relationship is not the cause of a conflict of interest.

employees may form personal friendships

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defined as:

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relationship with a colleague, contractor, supplier and [customer] OR [client] while at work. Intimate behaviour such as kissing or holding hands is expressly prohibited during working hours, where professionalism must be maintained. Similarly,

employee and a colleague working in the same [department] OR [team], the relationship must be declared to the manager, e.g. their manager OR the HR Manager.

manager, they must both declare the relationship to a senior manager. The declaration will be recorded on the personal files of both employees in the strictest confidence.

[team] within which employees are in a personal relationship to take steps to ensure the relationship is not the cause of a conflict of interest.

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To avoid a situation in which an employee has authority over another individual with whom they have a close personal relationship, the Company reserves the right to transfer one or both of the employees to a job in another [department] **OR** [team]. In such circumstances, the Company will consult both of the employees and seek to reach an agreement. Any decision to transfer an employee will not be made on discriminatory grounds.

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Similar principles apply to an employee who has a personal relationship with a contractor, supplier and [customer]. In such circumstances, the employee's job gives them authority in respect of the contractor, supplier [customer]. If the employee has the authority to decide to whom to award work, the relationship must be declared to the relevant job title e.g. their manager>>.

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4. Restricted activities

In order to avoid a potential conflict of interest, a line manager will be responsible for operational matters when there is a personal relationship between a line manager and a person for whom the line manager is responsible. Operational matters may include:

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- any disciplinary or grievance procedure;
- authorisation of leave;
- authorisation of overtime payment;
- authorisation of any payment or bonus;
- involvement in reorganisation or restructuring of work.

Operational matters may include:

5. Breaches of policy

The Company will try to address any breach of policy in a sensitive manner and in the first instance. However, when issues arise, disciplinary procedures may be required.

personal relationships in the workplace. In such circumstances, the Company will always be used in the first instance. However, when issues arise, disciplinary procedures may be required.

The following may be considered to be breaches of policy:

- the failure of an employee to report a personal relationship in accordance with this policy;
- actions of a line manager, which are prohibited by this policy;
- Inappropriate intimate behaviour on work premises or client's sites;
- Harassment of any kind.

personal relationships in the workplace. In such circumstances, the Company will always be used in the first instance. However, when issues arise, disciplinary procedures may be required.

On work premises or client's sites;

This list is not exhaustive.

6. Data Protection and Confidentiality

All information stored will be treated as confidential and in accordance with the Company's Data Protection Policy.

Confidentiality and in accordance with the Company's Data Protection Policy.

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This policy has been approved and signed by:

Name: <<Insert Name>>

Position: <<Insert Position>> Resources Manager>>

Date: <<Date>>

Signature: