

Personal Relationships at Work

1. Introduction

We recognise that employees who work together may form personal friendships and, in some cases, close personal relationships. As a general rule, we do not wish to interfere with these personal friendships and relationships. However, we must also ensure that employees behave in an appropriate, professional and responsible manner at work and that they continue to fulfil their job duties both diligently and effectively. These rules are therefore aimed at striking a balance between your right to a private life and our right to protect our business interests.

2. Specific Subject Matter

The following rules apply to employees embarking on close personal relationships at work, whether the relationship is with a fellow employee, client, customer, supplier, agency worker or contractor and they apply to all employees at all levels of the business:

- 2.1 You must not allow your personal relationship to influence your conduct at work. Intimate behaviour during working time is prohibited. This includes, but is not limited to, holding hands, other close physical contact, discussions of a sexual nature or kissing.
- 2.2 If you embark on a personal relationship with another employee who also works in your Department, you should declare this to your Manager as soon as reasonably practicable.
- 2.3 If you embark on a personal relationship with a client, customer, supplier or contractor and your job allows you authority over the client, customer, supplier or contractor, you must declare the relationship to your Manager as soon as reasonably practicable. In these circumstances, the Company reserves the right to elect to transfer you to a job in another Department where you will not be able to exert undue influence over the other party, either on a temporary basis or permanently. We will consult with you to try and reach an amicable agreement on transfer. Alternatively, we reserve the right to alter working arrangements, either on a temporary basis or permanently, so that you no longer have any authority over the client, customer, supplier or contractor.
- 2.4 If you are having or have had a personal relationship at work and you are found to have afforded either more or less favourable treatment to the other employee because of this relationship, or you have exercised undue influence over a client, customer, supplier or contractor, this is a serious disciplinary offence and will lead to disciplinary action up to and including dismissal.

This policy has been approved & authorised by:

Name: Dan Carlin
Position: Business Director
Date: 18th December 2017
Signature: