

Personal Relationships at Work Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

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1 Introduction

- 1.1 This policy sets out our approach to personal relationships at work.
- 1.2 We recognise that individuals who work together may form close personal relationships. Personal relationships at work are a normal part of life and you are entitled to a private life. At the same time, we are committed to promoting a working environment based on dignity, trust and respect.
- 1.3 It is important for us to ensure that staff behave in an appropriate, professional and responsible manner at work and that any personal relationship does not compromise this.
- 1.4 The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2 Scope

- 2.1 This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

3 Conduct at work

- 3.1 If you are involved in a close personal relationship with a colleague, contractor, client, customer or supplier, you must not allow that relationship to influence your conduct while at work.
- 3.2 You must ensure that any personal relationship at work does not have an adverse effect on your work, give rise to a conflict of interest, or provide any other workplace advantage.
- 3.3 Intimate behaviour during work time, such as holding hands, kissing, other close physical contact and discussions of a sexual nature is not permitted.
- 3.4 For the avoidance of doubt, this applies during any period that you are working, whether that is at the office or other workplace, at home, at any other remote location, or if you are visiting a clients' premises.
- 3.5 You must ensure that any confidential information that you have access to is protected at all times.
- 3.6 Any breach of confidentiality will be treated very seriously, and even inadvertent disclosure will be dealt with under our Disciplinary Procedure.

4 Declaring a personal relationship

- 4.1 If you enter into a personal relationship with a colleague working in the organisation, an individual that you supervise, a manager, or with any individual which may give rise to a conflict of interest, you must declare your relationship to your Line Manager.
- 4.2 Any information that you disclose will be treated sensitively and in confidence.

5 Conflict of interest

- 5.1 Where one party has access to confidential information or is in a position of authority over the other, or there is a potential conflict of interest situation, we reserve the right to transfer one or both of the individuals involved in a personal relationship to an alternative post either temporarily or permanently.

5.2 In such circumstances, we will consult both of the individuals and seek to reach a satisfactory agreement regarding the transfer of one or both of them.

5.3 These principles apply to an individual who begins a close personal relationship with a client, customer, contractor or supplier.

6 Complaints

6.1 We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

6.2 If a personal relationship at work has broken down and you find yourself in a situation where you are treated unfairly at work as a result, you should raise this with your Line Manager.

6.3 In the alternative, you can raise it formally under our Grievance Procedure if it applies to you.

7 Review

7.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

8 Definitions

8.1 The Foundry ("we", "us", "our")

8.2 The Employee ("you", "your")

Document control box

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