



RELATIONSHIPS AT WORK POLICY STATEMENT

Scope and Purpose of the Policy

This policy covers all employees. It is intended to provide guidance in areas where personal relationships overlap with working relationships and to ensure that individual members of staff do not commit acts of impropriety, bias or abuse of authority or are potentially subject to conflicts of interest and do not lay themselves open to allegations that they have done so.

Introduction

The Company recognises that as employees spend the majority of their working week with each other, the development of a close personal relationship between colleagues could happen.

In the context of this document, a **close personal relationship** is defined as:

- a family relationship,
- a business/commercial/financial relationship
- a close social friendship or
- a sexual/romantic relationship

Principles

Employees who embark on close personal relationships with work colleagues do need to be aware, at all times, of their behaviour towards each other, particularly within the working environment.

The Company also expects that employees involved in a close personal relationship recognise that overtly external displays of affection could embarrass other members of staff. This principle is applied within the working environment.

It is important for employees to declare any relationships or circumstances which could potentially lead to a conflict of interest between their work responsibilities and their personal situation. These relationships or circumstances must be declared to their Manager and the HR Manager.

Failure to inform a Manager and the HR Manager may result in formal disciplinary action being taken against both parties.

An employee involved in a close personal relationship who has access to confidential / sensitive information will in not be permitted to participate with the other person's recruitment and selection, appraisals, disciplinary or grievance hearings or be authorised to give references on the company's behalf.

If a close personal relationship ends, it may be necessary to redeploy either within the Divisions or elsewhere within the Company this could mean a transfer to a different location altogether for one of the employees.

Wherever possible, the transfer should be to a "suitable alternative" post on the same terms and conditions as the employee's current post. Therefore, of the two employee's involved in a particular situation, the Company is likely to consider transferring the employee whose skills, experience and knowledge could be more easily deployed elsewhere.

An employee who refuses to move to a "suitable alternative" post may be in breach of their terms of employment. The Company's Grievance and Disciplinary procedure will be followed in such situations.

The rules surrounding relationships which are outlined in this policy have been designed to establish the Company's intention to ensure that any personal relationships between employees does not diversely affect the service provision of its management arrangements, or cause other employees to feel embarrassed and / or excluded in their own workplace.

Signed



Position

CEO

Date: 18 September 2023