



PERSONAL RELATIONSHIPS AT WORK POLICY

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Glossary

Term	Description

1 INTRODUCTION

The organisation recognises that employees who work together may form personal friendships and in some cases close personal relationships. While it does not wish to interfere with these personal relationships, it is necessary for the organisation to ensure that all employees behave in an appropriate and professional manner at work.

Definition

For the purpose of this policy a personal relationship is defined as one that goes beyond the normal level of relationship that exists between colleagues in the work place.

Badger recognises that potential difficulties can arise when personal relationships overlap with professional ones.

It is not the intention of Badger to curtail personal freedoms or to intrude on the privacy of individuals, nor will it seek to influence whether or not such personal relationships continue. However, personal relationships must not be allowed to adversely affect any aspects of Badger business.

This Policy applies to all workers, including Badger GP members and self employed contractors.

2 POLICY

- Where a personal relationship exists or develops between employees who also have a supervisory relationship, the existence of the relationship must be disclosed to Human Resources and the Chief Executive Officer.
- Employees who have a personal relationship at work must not be involved in decisions on appointment, appraisal, promotion, remuneration or terms and conditions of employment, grievance, disciplinary or dismissal procedures where such decisions affect the other person in the relationship.
- Failure to disclose a personal relationship where there is a supervisory relationship may result in Badger disciplinary procedures being invoked.
- Where a personal relationship exists or develops between employees which has an adverse affect on the normal processes for other employees or on their health, safety and welfare, Badger will take appropriate action to resolve the situation.

3 MANAGING RELATIONSHIPS

The following principles have been devised, and apply to all employees regardless of their job or level of seniority:

- Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence his/her conduct while at work. Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This rule applies during all working time, whether at the normal workplace, on clients' premises or elsewhere. Any breach of this rule will be regarded as a serious disciplinary offence leading to disciplinary action up to and including dismissal.

Any employee who embarks on a close personal relationship with a colleague working in the same department/section must declare the relationship to his/her manager. If the relationship is between a manager/supervisor and an employee whom he/she supervises, the relationship should be declared to a senior manager. The information declared will be recorded on the personal files of both employees and treated in strict confidence.

- In order to avoid a situation in which an employee has managerial authority over another with whom he/she is having a close personal relationship, the organisation reserves the right to elect to transfer one or both of

the employees involved in the relationship to a job in another department/section. In these circumstances, the organisation will consult both of the employees and seek to reach a satisfactory agreement regarding the transfer of one or both of them.

- In such a situation, if it is not possible to transfer at least one of the employees (for example if no suitable vacancies exist, or if an employee refuses to transfer), the organisation reserves the right to dismiss one or both employees (with notice in accordance with the employee's contract, or pay in lieu of notice). Dismissal would, however, be undertaken only as a last resort in circumstances where no other course of action was reasonably open to the organisation.]
- Similar principles apply to an employee who begins a close personal relationship with a client, customer, contractor or supplier. If the employee's job allows him/her authority over the client, customer, contractor or supplier (for example if the employee has the authority to decide to whom to award contracts), the relationship must be declared to the employee's manager. In these circumstances, the organisation reserves the right to transfer, or as a last resort to dismiss, the employee following consultation with him/her.