

White Rose Rugby Ltd

Personal Relationships in the Workplace

1 January 2024

1. Introduction

The Company recognises that employees who work together may form personal friendships and, in some cases, close personal/romantic relationships.

The Company recognises that employees have a right to a private life and does not discourage relationships between employees. However, such relationships can be problematic if employees do not clearly distinguish between their private and professional life. This policy outlines the Company's policy on personal relationships between employees and is in place in order to ensure that no conflict of interest arises.

These principles apply to all employees regardless of their 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, it applies to both opposite and same sex relationships.

2. Employees' responsibilities

Any employee who is involved in a close personal relationship with a colleague, contractor, supplier and client must not allow that relationship to influence their conduct while at work. Intimate behaviour such as kissing, touching or holding hands is expressly prohibited during working hours, whether in the workplace or elsewhere. Similarly, professionalism must be maintained at work-related events.

When a close personal relationship exists between an employee and a colleague working in the same team, they must both declare the relationship to a Director.

If the relationship is between an employee and their line manager, they must both declare the relationship to a senior manager. The information declared will be recorded on the personal files of both employees and treated in the strictest confidence.

3. Managers' responsibilities

It is the responsibility of the manager of the team within which employees are in a personal relationship to take necessary steps to ensure the relationship is not the cause of a conflict of interest.

To avoid a situation in which an employee has managerial 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 involved in the relationship to a job in another team. In these circumstances, the Company will consult both of the employees and seek to reach an agreement. Decisions to transfer an employee will not be made on discriminatory grounds.

Similar principles apply to an employee who begins a close personal relationship with a contractor, supplier or client. If the employee's job gives them authority in respect of the contractor, supplier or client (e.g. if the employee has the authority to decide to whom to award contracts), the relationship must be declared to a Director.

4. Restricted activities

In order to avoid a potential conflict of interest, a more senior 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 has responsibility. Such operational matters may include:

- any disciplinary or grievance matters;
- authorisation of leave;
- authorisation of overtime payments;
- authorisation of any payment-related matters e.g. salary increases or bonuses; and
- involvement in reorganisation of the area of the business in which the employee works.

5. Breaches of policy

The Company will try to address any difficulties caused by personal relationships in the workplace in a sensitive manner and an informal approach will always be used in the first instance. However, when issues are not satisfactorily resolved, recourse to formal disciplinary procedures may be required.

The following may be considered to be disciplinary offences:

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

This list is not exhaustive.

6. Data Protection and Confidentiality

All information stored will be treated with the strictest of confidence and in accordance with the Company's Data Protection Policy.

This policy has been approved and authorised by:

Name: Dave Duxbury

Position: Director

Date: 1 January 2024

Signature: 