



GUIDELINES ON PERSONAL RELATIONSHIPS AT WORK

This guide is intended to provide information to employees regarding personal relationships within the College in order to avoid any perceived, actual or potential conflicts of interest or misuse of authority.

1. INTRODUCTION

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employee has supervisory responsibilities or a professional relationship with a student.

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So that employees conduct themselves and are perceived to conduct themselves in a professional manner, it is necessary to recognise and take account of personal relationships which might affect working relationships.

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The College is committed to promoting equal opportunities and eliminating discrimination. Accordingly, these guidelines will be applied fairly and consistently and with due regard to equality of treatment.

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a 'personal relationship' is a personal relationship which is:

- (i) a family relationship;
- (ii) a business/commercial/financial relationship; or
- (iii) a sexual/romantic relationship; and

(b)

a 'working relationship' is any situation in which individuals will interact in the course of their day-to-

6. PERSONAL RELATIONSHIPS NOT IN A LINE MANAGEMENT OR SUPERVISORY WORKING RELATIONSHIP

- 6.1** Even where there is no managerial/supervisory relationship with an employee in a personal relationship, there may still be a risk of a conflict of interest, breach of confidentiality or unfair advantage being perceived to be gained from the overlap of a personal and working relationship.
- 6.2** Where there is any possibility of conflict of interest, breach of confidentiality or unfair advantage, the relationship should also be declared as above.
- 6.3** An employee should seek the guidance of Human Resources if in any doubt as to whether or not there is or might be a risk of a conflict of interest, breach of confidentiality or unfair advantage.
- 6.4** Upon learning of the personal relationship, the College will consider what, if any, steps need to be taken, as above.
- 6.5** The line manager/head of department, in consultation with HR, may consider transferring one party or both parties, making alternative line management or supervisory arrangements or implementing other appropriate arrangements to eliminate the conflict of interest, depending on the circumstances. In very rare circumstances, such alternative arrangements may not be feasible and the College may then have to consider dismissing one or both parties.

7. FAILURE TO DISCLOSE A PERSONAL RELATIONSHIP IN ACCORDANCE WITH THESE GUIDELINES

- 7.1** In the event that an employee fails to declare a personal relationship where required to do so in