

# Personal Relationship at Work

Customer  
Focus

Respect

Communication

Integrity



[www.clochhousing.org.uk](http://www.clochhousing.org.uk)



## Introduction

We recognise that employees may form friendships and sometimes personal relationships with colleagues or those connected with their work. While we do not wish to interfere with these relationships, Cloch Housing Association Ltd is duty bound to ensure that all staff behave appropriately, adhere to our standards of conduct set out in our policies and avoid behaviours which could lead to allegations of impropriety.

This policy sets out Cloch's expected standards regarding personal relationships connected to work. We ask that you speak to your line manager if you are unsure of the standards expected of you. If the expected standards set out below are not met, we will manage any breaches following our disciplinary procedure.

This policy applies to all staff, workers and volunteers within Cloch Housing Association. The policy and procedure are non-contractual. Cloch Housing Association may change it at any time as is appropriate. Should changes be made, we will communicate these to you a minimum of four weeks before they take effect. This should be read in the context of the staff and Board Code of Conducts.

## Definitions

- Personal Relationship

Throughout this policy the term "Personal Relationship" refers to those relationships where people have developed good relationships as friends and colleagues in the work place with their colleagues, Board Members, consultants and contractors.

- Close Personal Relationship

Throughout this policy, the term "close personal relationships" refers to those relationships where the relationship is beyond friendship and parties are seen as **"being in a relationship together" where that close relationship could influence behaviours in the workplace.**

## Policy Aims:

- To be clear on our standards and expectations concerning close personal relationships at work.
- To manage any situations out with the expected standards in accordance with this policy.
- To manage situations that may arise in a fair, consistent and appropriate way, and comply with all relevant discriminatory legislation.

### **We expect you will:**

- Not allow any personal relationships or close personal relationships with a colleague, contractor, client, customer or supplier to influence your conduct, judgement or decisions while at work.
- Declare a close personal relationship with a colleague or any other person connected to your employment to your line manager. If the relationship is between a manager/supervisor, we expect this to be declared to a more senior manager and the Director/Chief Executive.
- Respect your surroundings, your colleagues and our organisation.
- Not behave inappropriately during working hours is not acceptable, nor outwith working hours with any matters connected or associated with your employment be aware of your behaviour in any social media interaction connected to personal relationships at work
- Follow the highest standards of behaviour at conferences and all other internal or external events where you are there in connection with Cloch Housing Association.

### **You can expect Cloch Housing Association to:**

- Treat any information concerning a close personal relationship connected to your work in the strictest of confidence. This will also be recorded on the personal files of both employees if both of you are staff or volunteers of us.
- To discuss the situation with those involved, this will be done by an appropriate senior manager. We may move one or both employees to another job in another department/section/team or, consider other working arrangements in line with the needs of the organisation. In these circumstances, the organisation will discuss options with both employees and seek to reach an agreement regarding the transfer of one or both employees.
- If appropriate measures or working arrangements cannot be put in place, the organisation may terminate the employment of one or both as a last resort.
- To apply similar principles to an employee who is in a close personal relationship with a client, customer, contractor or supplier, in particular where the employee's job has the authority or a close connection with the individual. We expect the relationship to be declared to the employee's line manager. In these circumstances, Cloch Housing Association Ltd may move the employee to another job in another department/section/team or, consider other working arrangements in line with the needs of the organisation or, as a last resort may terminate the contract of employment with the employee.
- In situations where a personal relationship with a Governing Body Member or, another volunteer, a client, customer, contractor or supplier, the Governing Body Member/volunteer will be excluded from any discussions connected to the person

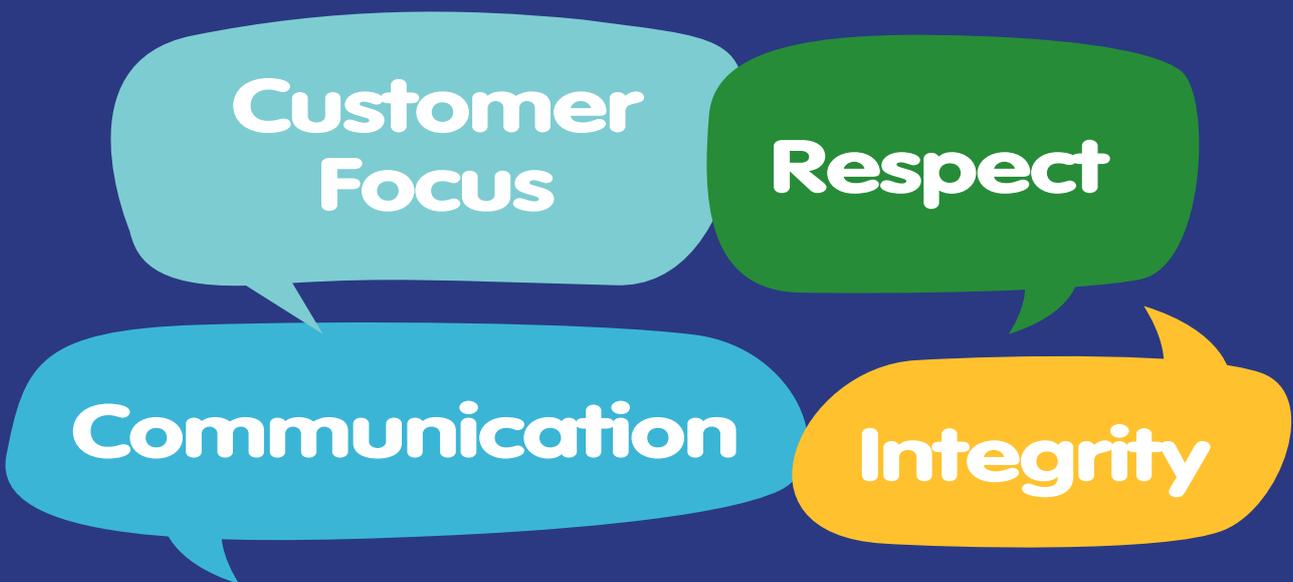
they have a personal relationship with. If this is not possible or appropriate, the Governing Body member may be required to step down from their position.

### **Termination**

If the effect of the close personal relationship leading to behaviour that breaches the Code of Conduct, Entitlement Payments and Benefits Policy or any other such policy, then disciplinary action is likely to be taken in accordance with the Association's Disciplinary Procedures and may lead to termination of employment.

### **Review**

This policy will be monitored and reviewed as appropriate. The next review date is August 2022.



CLOCH HOUSING ASSOCIATION LTD	
<b>Policy Name</b>	Personal Relationship at Work
<b>Policy Category</b>	HR/GOV
<b>Policy Number</b>	099
<b>Date Adopted</b>	01/08/2019
<b>This Review</b>	N/A
<b>Next Review</b>	August 2022
<b>Equalities Impact Assessment Required</b>	
<b>Link to other policies</b>	EVH Conditions of Service
<b>Consultation</b>	No
<b>Need for Procedure</b>	No