AMCO·GIFFEN

POL-HR-17   POLICY STATEMENT

Relationships at Work

Scope and purpose

The scope of this policy statement is to outline the organisations approach to personal relationships at work and the expected behaviours and conduct of our colleagues in line with our company values SPIRIT and Diversity & Inclusion values FREDIE.

Introduction

We recognise that individuals who work together may form close personal relationships. Personal relationships at work are a normal part of life and you are entitled to a private life. At the same time, we are committed to promoting a working environment based on dignity, trust and respect.

It is important for us to ensure that colleagues behave in an appropriate, professional and responsible manner at work and that any personal relationship does not compromise this.

This policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

Conduct at Work

If you are involved in a close personal relationship with a colleague, contractor, client, customer or supplier, you must not allow that relationship to influence your conduct while at work.

You must ensure that any personal relationship at work does not have an adverse effect on your work, give rise to a conflict of interest, or provide any other workplace advantage.

Intimate behaviour during work time, such as holding hands, kissing, other close physical contact and discussions of a sexual nature is not permitted. For the avoidance of doubt, this applies during any period that you are working, whether that is in the workplace, working at home, working at any other remote location, visiting a clients' premises, or on a work-related function.

You must ensure that any confidential information that you have access to is always protected. Any breach of confidentiality will be treated very seriously, and even inadvertent disclosure will be dealt with under our Disciplinary procedure HR09.

Declaring a personal relationship

If you enter a personal relationship with a colleague working in the same department, an individual that you supervise, a manager, or with any individual which may give rise to a conflict of interest, you must declare your relationship to your line manager.

Any information that you disclose will be treated sensitively and in confidence.

Conflict of Interest

Where one party has access to confidential information or is in a position of authority over the other, or there is a potential conflict of interest situation, we reserve the right to, where possible, transfer one or both individuals involved in a personal relationship to an alternative post either temporarily or permanently.

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In such circumstances, we will consult both individuals and seek to reach a satisfactory agreement regarding the transfer of one or both.

These principles also apply to an individual who begins a close personal relationship with a client, customer, contractor or supplier.

Complaints

We are committed to promoting a working environment based on dignity, trust and respect, in line with our FREDIE (fairness, respect, equality, diversity, inclusion and engagement) values and one that is free from all forms of bullying, harassment, including sexual harassment, victimisation and discrimination.

For further information on the proactive measures that we take to prevent bullying and harassment (including sexual harassment) in the workplace, you should refer to our Anti-harassment and anti-bullying policy.

If you find yourself in a situation where you are bullied or harassed while you are at work, including where a personal relationship has broken down, we encourage you to raise a complaint under our Anti-Harassment and Anti-Bullying Policy.

If you have any other complaint about unfair treatment at work due to a personal relationship breakdown, you should raise this with your line manager if appropriate, or you can raise it formally under our Grievance procedure HR36.

John Booth
Managing Director