



Warwickshire Pride

Registered Charity Number: 1162449

Personal Relationships at Work Policy

Introduction

We recognise that, from time to time, close personal relationships may develop between members of staff and/or customers, clients or suppliers etc.

Whilst we realise that employees have a right to a private life and therefore do not discourage relationships between employees, such relationships can cause issues where employees are unable to draw an important distinction between private and professional life.

This policy outlines our position on personal relationships between employees in order to ensure our interests are maintained at all times, whilst at the same time balancing the interests of employees. The policy places certain expectations on employees and their managers to ensure that no blurring of judgement or conflict of interest arises.

It also seeks to protect us and you in order to avoid any allegations of improper professional behaviour or harassment.

Personal Relationships

In the context of this policy, a personal relationship is defined as a romantic/sexual relationship.

This policy applies to all our employees, regardless of gender or sexual orientation.

Your Responsibilities

In order to ensure potential conflicts of interest are avoided, employees are required to inform their line manager of any personal relationship which may affect their work or compromise the business in any way. Any such information will be treated in the strictest confidence. We fully acknowledge the right of employees to privacy in their personal affairs.

The following points should be observed:

- where the relationship exists between a member of staff and their line manager, it is the responsibility of both to inform a more senior manager
- if an employee is applying for a role in an area of the business in which an individual works with whom they have a personal relationship, this must be declared during the recruitment process to ensure a fair and impartial recruitment exercise

- professionalism must always be maintained both at the workplace and any work-related events which are attended by employees who have a personal relationship
- consistency of treatment is paramount and no preferential or unfavourable treatment of those in the personal relationship or any other person is permitted as a result of the relationship

Manager's Responsibilities

It is the responsibility of the manager of a team within which employees are in a personal relationship to take action to ensure the relationship is not the cause of a conflict of interest. Confidentiality must be maintained at all times if the employees do not wish their relationship to be disclosed. Specifically, the manager should:

- consider alternative roles when an employee applies for a role in the same team as their partner and valid concerns are raised regarding the feasibility of this arrangement. This may include consideration of an equivalent role in a different team
- take action where complaints are received from other team members if tensions are caused by the relationship, howsoever they may arise. This may include reorganising working patterns, or moving one or both employees to another department or area of the Organisation. Care should be taken in these circumstances not to make a decision on who is to be moved based on any discriminatory grounds. The manager should seek advice from HR before confirming any moves
- report suspicions of fraudulent activity to HR
- take advice from HR in the event that a personal relationship breaks down to avoid allegations of sexual harassment
- maintain an appropriate confidential record of personal relationships

Restricted Activities

A more senior manager will be responsible for the conduct of operational matters when a personal relationship exists between a line manager and a person for whom the line manager has responsibility. 'Operational matters' includes but is not limited to:

- dealing with any disciplinary or performance concerns, whether routine or caused by specific incidents

- dealing with any allegations of harassment, including sexual harassment
- signing off any hours worked above normal working hours
- authorising leave of any kind
- confirming any payment arrangements to be made
- involvement in reorganisation of the area of the business in which the employees work

Annual Leave Requests

Annual leave requests from all employees will be dealt with consistently. The authorisation of any requests from employees in personal relationships to take time off at the same time will be made in consideration with the needs of the business at the time, in the same way as requests from other employees.

Policy Breaches

We will deal with any difficulties caused by personal relationships in the workplace in a sensitive manner and an informal method will always be used in the first instance. However, where this does not bring about a satisfactory resolution, recourse to formal procedures, such as the disciplinary procedure or personal harassment policy and procedure, may be required.

We may deem the following to be disciplinary offences:

- the failure of an employee to declare their personal 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 and / or excessive use of our IT or telephony systems, including email and instant messaging, such as (but not limited to) Microsoft Teams, for personal communication between those involved in personal relationships at work
- the sharing of inappropriate or offensive content using our systems
- inappropriate physical interactions whilst working or on works premises or clients' sites

- harassment of any kind related or unrelated to a personal relationship and including but not limited to sexual harassment

Employees who are subject to disciplinary action may lodge an appeal to any sanction applied that they are dissatisfied with.

Employees who feel they have been treated unfairly in some way in connection with a personal relationship may raise a grievance in line with our grievance procedure if initial attempts at an informal resolution have not produced a satisfactory outcome for them.

Employees who feel they have been subjected to harassment of any kind, including sexual harassment, should raise this in line with our personal harassment policy and procedure.

Last reviewed: February 2026

Next review due: January 2027