

RELATIONSHIPS AT WORK POLICY

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RELATIONSHIPS AT WORK POLICY

1. AIMS OF THIS POLICY

This policy covers all employees within the Galleon Centre. The purpose of the policy is to provide guidance in areas where personal relationships overlap with working relationships and to ensure that individual members of staff do not commit acts of bias, abuse of authority, impropriety or conflict of interest and do not lay themselves open to allegations that they have done so.

2. RELATIONSHIPS AT WORK DEFINED

The Galleon Centre values and relies upon the professional integrity of relationships between members of staff within the company.

In order that business is conducted, and perceived to be conducted, in a proper and professional manner, it is necessary to distinguish between, personal relationships, which overlap with professional ones.

A personal relationship is defined as:

- A sexual/romantic relationship between members of the same organisation.
- A family relationship within the same organisation or
- A business/commercial/financial relationship

3. PERSONAL RELATIONSHIPS BETWEEN WORKING COLLEAGUES

The Galleon Centre believes that developing and maintaining good professional relationships between colleagues and customers are vital to business and its success. Therefore The Galleon Centre insists that business is conducted in a respectable and trustworthy manner. In this incidence, a professional relationship refers to one where there is mutual respect between colleagues and where customer services and support are provided in a professional way. All staff and external organisations are entitled to fair treatment, and it is important that a personal relationship between work colleagues and/or a member of staff member of an external organisation the company is dealing with, is not perceived by others to prejudice that fair treatment and does not create and conflicts of interest.

Employers are strongly advised not to enter into a business, commercial or financial relationship with a work colleague, which could compromise, or could be perceived to compromise the professional standing and impartiality of the working relationship.

Guidance on the implementation of this policy is available to employees, on a confidential basis from the Operations/Depute General and General Manager.

4. DECLARATION OF A PERSONAL RELATIONSHIP

The existence of a personal relationship between members of staff does not in itself constitute an obstruction to the employment, or promotion of either individual. Staff should declare to the Operations Manager any personal relationships that may give rise to a real, or perceived, trust, conflict of interest or breach of confidentiality.

Where a personal relationship exists or develops between members of staff working in the same department, and those members of staff are working in a Line Management or Supervisory capacity at work, they must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party.

Additionally, staff in a personal relationship should not work together in any circumstances whereby a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship. In any such circumstance, the relationship must be declared in confidence, to the Operations or Depute General Manager. The Manager to whom the information is disclosed will then make alternative management arrangements and confirm these in writing to the individuals concerned. If it is considered unavoidable to inform other members of staff about the relationship in order to explain a change in management arrangement, this will be discussed with the individual's concerned, before it is disclosed.

If the conflict of interest cannot be resolved by any other means and is interfering with the effectiveness of work, it may be necessary to explore the possibility of one party being moved to another department within the Galleon Centre or to a different work location.

Any employees who feel awkward working around colleagues involved in a personal relationship or who are unsure about whether they should take action regarding personal relationship, are invited to seek guidance in confidence, from the Operations or Depute General Manager.

In incidences whereby personal relationships are not declared, and unfair advantage or disadvantage to either party in the relationship result, this will be considered a serious matter and may lead to disciplinary action.

Applicants for employment will be asked to declare any personal relationships with existing members of staff at the beginning of the recruitment and selection process. This will not, in any way, be to the detriment of their employment. If a member of staff has a personal relationship with an applicant for employment, or with an applicant for promotion, a different member of staff will carry out the recruitment and selection process.

5. UNWANTED NON-CONSENSUAL PERSONAL RELATIONSHIPS

A member of staff who is, or who has been involved in a personal relationships with another member of staff, and who does not consider their involvement to be truly consensual, will have the right to complain under the Galleon Centres harassment

policy. The Galleon Centre takes all allegations of harassment and bullying very seriously and as a result, will not tolerate harassment and/or bullying at work. Its policy on harassment can be obtained from the Administration Department.

Staff should be aware that a breach of this policy, could lead to disciplinary action.

This policy may be amended at any time, in the light of experience and changing circumstances.

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