

Manual of Administration

TOPIC: Human Resources	SUBJECT: Personal Relationships	Code: HR151
		Date of Issue: 07/08
		Revised: July 2008
		Page 1 of 2

PURPOSE:

This policy applies to all staff and will outline the requirements regarding personal relationships in the workplace. This policy does not prohibit personal relationships in the workplace. It will ensure the uniform treatment of all employees and reduce harassment, discrimination, conflicts of interest (real or perceived) and/or favouritism complaints.

DEFINITION:

Personal Relationship - Family members related by marriage, personal relationships or birth working at Avenue II. Also includes consensual, intimate relationships between Avenue II staff.

RESPONSIBILITIES:

All Staff (Support Workers, Management, Supervisory and non-bargaining unit):

1. Avenue II staff who have a personal relationship with another Avenue II staff as defined in this policy must report the relationship to their supervisor in writing.
 - a. They must indicate the type of relationship and with whom the relationship exists. The information will be kept confidential to the Supervisor and the Management Team.
 - b. In the case of a consensual, intimate relationship the staff must notify their supervisor in writing when the relationship terminates or is no longer consensual.
2. At all times the relationship between the parties must remain professional while at work. Individuals should refrain from public and intimate displays of affections or excessive conversation of a personal nature.

TOPIC: Human Resources	SUBJECT: Personal Relationships	Code: HR151
		Date of Issue: 07/08
		Revised: July 2008
		Page 2 of 2

3. Any harassment or discrimination that occurs as a result of the relationship must be reported to their Supervisor. Please refer to HR030 – Discrimination and Harassment which outlines the appropriate process.
4. Where a conflict of interest is determined by Management, a lateral reassignment transfer of one of the individuals will take place or change to work schedule will occur where possible. The recommendation of the individuals will be considered and any moves will not be considered punitive in any way.
5. In the event that a lateral move isn't possible and a conflict of interest exists Avenue II reserves the right to ask one of the individuals to leave the organization.
6. Failure to disclose the existence and/or termination of personal relationship as defined in this policy will be considered a violation of this Policy and is subject to discipline.

Supervisors and Non-bargaining unit staff:

1. Supervisors shall not be permitted to supervise staff to which they have a personal relationship as defined in this policy. Where a lateral move is not possible, another supervisor will handle or participate in performance review of the subordinate employee. Supervisors are prohibited from having intimate relationships and another employee.
2. Non-bargaining unit staff will have job duties reassigned to eliminate or limit any conflict of interest (real or perceived) that results from the relationship.