

Code of Conduct: Personal Relationships at Work

Owner: HR	Related Strategies: Code of Conduct
Relevant to: Staff	

Office Use only:

Corporate Intranet Family: HR	Approval Board/Committee/Group: Executive Owner: HR	Approval/Re-approval Date: Jan 2018	Implementation Date: Jan 2018	Next Review Date: 2021
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New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by <i>(Executive Owner)</i>	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment <i>(if applicable)</i>

Rationale for new or substantive policy review	
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By <i>(Executive Owner)</i>

Communication

To be agreed by Executive Leadership Team

Announcement on hub <input type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

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1. Scope and Purpose of the Guidance

This guidance covers all employees of the organisation. It is intended to provide guidance in areas where personal relationships overlap with working and professional relationships and guide individual members of staff in situations where it is possible that acts of impropriety, bias, abuse of authority or conflict of interest lay them open to allegations that they have done so.

2. Relationships between members of staff

2.1 Although the existence of a personal relationship between members of staff does not in itself constitute a bar to the employment of, or promotion of either party, staff should declare to their line manager any personal relationships which may give rise to a real or perceived conflict of interest, trust or breach of confidentiality.

2.2 Where a personal relationship exists or develops between members of staff who are in a line management or supervisory relationship 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 should not work together in any circumstance 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. Line managers should make alternative management arrangements and confirm them in writing to the individuals concerned.

3. Relationships between members of staff and students over the age of 18 years

3.1 Although the existence of a personal relationship between a member of staff and a College student over the age of 18 years would not in itself constitute a bar to the employment of a staff member, staff should declare to their line manager any personal relationship with a student which may give rise to a real or perceived conflict of interest, trust or breach of confidentiality.

3.2 Where a personal relationship exists or develops between a member of staff and a student over the age of 18 years, and where the staff member has contact with the student as part of their studies, the staff member must declare the personal relationship in order that appropriate arrangements can be taken to avoid a situation where allegations could be made against the staff member in respect of favourable treatment, and/or unfair advantage, in respect of references or recommendations, course work,

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The Sheffield College

examination preparation, invigilation, and/or assessment. The line manager should confirm the alternative arrangements in writing to the individuals concerned.

4. Declaration of personal relationships where they overlap with professional roles

- 4.1 Staff who are uncertain about whether they should take action regarding a personal relationship are invited to seek guidance from a member of the Human Resources Team.
- 4.2 A case whereby any personal relationship as defined within this code is not declared and results in an unfair advantage or disadvantage to either of the parties to the relationship will be considered a serious matter and may lead to disciplinary action.
- 4.3 While not a bar to employment within the organisation, successful applicants for employment will be asked to declare any personal relationship with existing members of staff.

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