

<b>Policy Name:</b>	<b>Workplace Relationships</b>		
<b>Policy Number:</b>	<b>4.11</b>	<b>Date:</b>	<b>February 2023</b>

## **POLICY STATEMENT:**

JC Steele understands that from time to time employees may form a personal/sexual relationship with other employees.

This policy exists not to regulate employees private lives, but to ensure that any sexual / partnership relationships are disclosed in order that the business continues to run fairly and that all risks to the business are managed appropriately.

All employees are expected to comply with this policy and the procedures outlined below.

## **PROCEDURES:**

- a. Any employee who enters into any type of sexual or intimate relationship with any other employee must disclose this to the Managing Director as soon as reasonably possible. This includes short-term or casual relationships.

This is critically important to ensure that all employees feel safe in the workplace. It also assists in ensuring any false claims of sexual harassment or other inappropriate conduct or conflict of interest claims are minimised.

The Managing Director will keep the information confidential, and the information will not be used for any reason other to ensure the successful, fair, and consistent management of the business.

- b. Any employee in a sexual or intimate relationship with another employee is not permitted to make allowances for, favor or in any other way, treat the employee any differently from any other member of staff.
- c. For the comfort of all employees, JC Steele discourages public displays of affection generally, however, these are expressly forbidden while on shift and/or in view of clients.
- d. Any type of sexual activity is strictly forbidden at the workplace.
- e. There can be no direct reporting relationship between any employees in a sexual or intimate relationship due to the actual or potential conflict of interest that may arise including loss of objectivity and unfair advantage. Should a sexual relationship develop between employees in a reporting relationship, the Managing Director will take any necessary action which may include moving a person from a role and/or any other type of restructure that is appropriate for the circumstances.