



"Offering our community more than a home"

Draft

Personal Relationships at Work Policy

Management Committee submission: 30 March 2021

Previously Approved N/A

Approved:

Review date: March 2022

CHA Objectives:

- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards:

- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay
- The governing body and senior officers have the skills and knowledge they need to be effective
- The RSL conducts its affairs with honesty and integrity.

This policy can be made available on request in a variety of different formats, such as on CD, in large print and translated into other languages.



supporting
social
employers

1. Introduction

- 1.1 We recognise that employees may form friendships and sometimes, personal relationships with colleagues or those connected with their work. While we do not wish to interfere with these relationships, Clydebank HA is duty bound to ensure that all staff behave appropriately, adhere to our standards of conduct set out in our policies and, avoid behaviours which could lead to allegations of impropriety.
- 1.2 This policy sets out Clydebank HA's expected standards regarding personal relationships connected to work and should be read in conjunction with the Association's Declaration of Interest, Code of Conduct and Entitlement, Payment and Benefits Policies. We ask that you speak to your line manager if you are unsure of the standards expected of you. If the expected standards set out below are not met, we will manage any breaches following our disciplinary procedure.
- 1.3 This policy applies to all staff, workers and volunteers within Clydebank HA. The policy and procedures are non-contractual. Clydebank HA may change it at any time as is appropriate. Should changes be made, we will communicate these to you at least four weeks before they take effect.

2. Definitions

- 2.1 Personal Relationship - For the purposes of this policy, the term personal relationships is defined as any relationship, from friendship through to two people 'being in a relationship together.'

3. Policy Aims:

- To be clear on our standards and expectations concerning personal relationships at work.
 - To manage any situations out with the expected standards in accordance with this policy.
 - To manage situations that may arise in a fair, consistent and appropriate way, and comply with all relevant discriminatory legislation.
- 3.1 We expect you will:
 - not allow any close personal relationships with a colleague, contractor, client, customer or supplier to influence your conduct, judgement or decisions while at work.
 - declare a close personal relationship with a colleague or any other person connected to your employment to your line manager. If the relationship is between a manager/supervisor, we expect this to be declared to a more senior manager and the Chief Executive.
 - respect your surroundings, your colleagues and our organisation.

- not to behave inappropriately during working hours, nor out with working hours with any matters connected or associated with your employment
- be aware of your behaviour in any social media interaction connected to personal relationships at work
- follow the highest standards of behaviour at conferences and all other internal or external events where you are there in connection with Clydebank HA.

3.2 You can expect Clydebank HA to:

- to treat any information concerning a personal relationship connected to your work in line with its Declaration of Interest, Code of Conduct and Entitlement Payment and Benefits Policies. This will also be recorded on the personal files of both employees if both of you are staff or volunteers of us.
- to discuss the situation with those involved, this will be done by an appropriate senior manager. We may move one or both employees to another job in another department/section/team or, consider other working arrangements in line with the needs of the organisation. In these circumstances, the organisation will discuss options with both employees and seek to reach an agreement regarding the transfer of one or both employees.
- If appropriate measures or working arrangements cannot be put in place, the organisation may terminate the employment of one or both as a last resort.
- to apply similar principles to an employee who is in a close personal relationship with a client, customer, contractor or supplier, in particular where the employee's job has the authority or a close connection with the individual. We expect the relationship to be declared to the employee's line manager. In these circumstances, Clydebank HA may move the employee to another job in another department/section/team or, consider other working arrangements in line with the needs of the organisation or, as a last resort may terminate the contract of employment with the employee.
- In situations where a close personal relationship with a Governing Body Member or, another volunteer, a client, customer, contractor or supplier, the Governing Body Member/volunteer will be excluded from any discussions connected to the person they have a personal relationship with. If this is not possible or appropriate, the Governing Body member may be required to step down from their position.

4. Termination

- ### 4.1
- If termination of employment is the last and final consideration available after other avenues have been explored, the following fair process will be followed:

- the employee will be invited by the employer to put forward suggestions for a suitable alternative working arrangement that meets the needs of our business.
- The Senior Officer will take all suggestions and consider them.
- The Senior Officer will produce a comprehensive and succinct report outlining the business reasons why it is not appropriate to continue with the employment relationship.
- the employee will be invited to a formal meeting in writing. Along with the letter, the employee will also receive the senior officer's report and any other information the panel will have available to them.
- At the meeting, they will have the right to be accompanied by a trade union representative or workplace colleague, and both parties (the employer and employee) will be given the opportunity to put forward their case.
- the meeting will be conducted by those with authority to dismiss – ad-hoc staffing sub-committee/Management Committee
- the panel will deliberate (in private) over the information put before them before making a decision.
- the decision of the panel will be communicated in writing to the employee within 5 working days of the decision being made; this letter will also provide details of how to appeal.
- the employee will be paid all accrued annual leave, TOIL and flexi not yet taken to the date of termination as well as any payment in lieu of notice as set out in their contract of employment if a decision to dismiss is made.

4.2 This policy has been implemented as a result of discussions between staff and appropriate managers and will be monitored and reviewed as appropriate.

5. General Data Protection Regulations:

5.1 The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own Data Protection and Management of Information Policy. Information regarding how your data will be used and the basis for processing your data is provided in Clydebank Housing Association's employee privacy notice.

6. Equal Opportunities

6.1 Our commitment to equal opportunities and fairness will apply irrespective of factors such as age, disability, gender reassignment, marriage, and civil partnership, pregnancy & maternity, race, religion or belief, sex, and sexual orientation.

For Office Use Only – Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	No
Leaflet change required.	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, postcards, answering machine messages,etc.	No
Equality Impact Assessment completed	Yes

Appendix 1 Grievance Form

If you wish to raise a formal grievance you must complete the following form and give it to your line manager (unless the complaint concerns your line manager, in which case you should give the completed form to the manager at the next level).

Section 1 – About you

Name	
Job Title	
Department/Section	
Manager	

Section 2 – What is your complaint?

--

Section 3 – Please provide brief details of the outcome you would like considered

--

Signed

Signature	
Date	