



# Workplace Relationships Policy

Navigate personal connections professionally whilst protecting everyone's interests



# Why This Matters



## **Protect Integrity**

Safeguard organisational reputation and legal compliance



## **Prevent Issues**

Avoid favouritism, conflicts of interest, and inappropriate behaviour



## **Support Staff**

Create clear guidelines for managing workplace relationships

# What Relationships Are Covered?

1

## Same Work Group

Individuals within the same team or business unit

2

## Connected Roles

Different units where work directly relates or frequent collaboration occurs

3

## Reporting Lines

Relationships involving direct or indirect reporting structures

4

## Organisational Control

Where one individual exercises authority over another



# Your Responsibility

## Must Disclose

- Intimate relationships
- Close personal or family ties
- Marriage or civil unions
- De facto relationships

## Not Required

- Casual friendships
- Occasional social contact
- Professional networking



# Management Response Options



## **Notification Sufficient**

Simple disclosure provides adequate protection for all parties



## **Vary Responsibilities**

Adjust duties after consultation to remove potential risks



## **Transfer Position**

Move to equally favourable role in different area

# External Conflicts

Report relationships with individuals at competing or conflicting organisations to your manager immediately



## Identify Risk

Actual or perceived breach of trust or confidentiality



## Seek Guidance

Manager assesses situation and determines appropriate action



## Protect Information

Ensure both parties understand confidentiality obligations



# Questions About Workplace Relationships?

Contact HR Unlocked for confidential guidance on navigating personal relationships at work

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