



Dating Co-Workers

Overview

Our company has a strict policy that prevents harassment - including sexual harassment in the workplace which applies to all Company individuals - including employees, managers and contracted individuals. To prevent harassment, it is common for some employers to prohibit their staff from dating, or entering into consensual romantic relationships with co-workers. We do not feel that such a prohibition is necessary, provided:

- Both parties mutually and voluntarily consent to the relationship;
- No undue pressure was brought by either party towards the other to engage in a relationship;
- The relationship does not affect the performance of the duties of involved parties in any way; and
- The relationship does not negatively impact the work environment.

The Company believes that an environment where individuals maintain clear boundaries between their personal and business interactions is most effective for conducting business.

Document Owner:	Human Resources
Practice Applies to:	All Individuals - including employees and Contracted Individuals
Process Responsibility:	Managers, Human Resources
Final Accountability:	Managers

Guidelines

Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries between work on Company time and the activities of individuals outside of work. Individuals must not let relationships which are pursued in their free time affect their work performance. This applies whether or not the relationship was formed during employment. Individuals who fail to respect those boundaries may be subject to discipline.

Individuals in supervisory or other influential roles are subject to more stringent requirements under this policy due to their ability to influence others. Supervisors should disclose the existence of a consensual relationship with a co-worker to **EXAMPLE: Human Resources**. It may be necessary to change reporting relationships to avoid perceptions of favouritism or undue influence.

The provisions of this policy apply regardless of the sexual orientation of the parties involved.

The Details

Definitions

For the purposes of this policy, the terms used are defined as follows:



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Term	Definition
Work Venue	The place or places where an individual provides services for the Company, including travel away from a fixed location, attending conferences or seminars, and performing special assignments away from a normal work location.
Dating	Entering into a consensual romantic relationship with another co-worker.
Personal Exchange	Intimate behavior which includes public displays of affection towards another individual.
Intimate Contact	Cuddling, kissing, fondling, touching, or other similar physical contact of a romantic nature.
Reasonable Person	A standard used to denote a hypothetical person who exercises "those ordinary qualities of attention, knowledge, intelligence and judgment which society requires of its members for the protection of its own interest and the interest of others." The phrase does not apply to a person's ability to reason, but rather the prudence with which he or she acts under the circumstances.
Working Hours	Hours during which the individual provides services for the Company

During working hours and at work locations, Company individuals are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges.

During non-working hours, such as lunches, breaks, and before and after work periods, individuals are not precluded from having appropriate personal relationships at work locations as long as their conversations and behaviours could in no way be perceived as offensive or uncomfortable to a reasonable person.

Employees who allow personal relationships with co-workers to adversely affect the working environment, will be subject to the appropriate provisions outlined in the "Discipline and Termination of Employment" policy. Failure to modify behavior and observe appropriate standards of workplace conduct shall be viewed as a serious disciplinary matter.



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Intimate Contact on Company Premises

Individuals are strictly prohibited from engaging in intimate contact that would in any way be deemed inappropriate by a reasonable person while anywhere at any of our Company work locations, whether during working hours or not.

Off-Duty

Individual's conduct outside of working hours and work location is generally regarded as private, as long as such conduct does not create problems within the workplace. Exceptions to this principle include romantic or sexual relationships between subordinates and supervisors, managers or any senior individual in a sensitive or influential position.

Disclosure of Relationships

Supervisors, managers, and any senior individual in a sensitive or influential position must disclose the existence of any relationship with another co-worker that has progressed beyond a platonic friendship. Disclosure must be made in writing to the immediate supervisor **EXAMPLE:** and to Human Resources confirming that the relationship is consensual. This disclosure will enable the Company to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Conflicts of Interest

Where problems or potential risks resulting from the relationship are identified, the Company will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived advantage or disadvantage.

Reassignment

In some cases, more extreme measures may be necessary such as a transfer to another position or department. The individual with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior person. Refusal of reasonable alternative positions, if available, may be grounds for discipline.

Continued failure to work with the Company to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for termination.

Termination of Relationship

By disclosing in writing that the relationship is consensual, both parties to the relationship shall agree that they are both free to end the relationship at any time, and that upon termination of the relationship, not to allow the breakup to negatively impact the performance of their respective duties. Failure of either party to observe these provisions will result in disciplinary action up to and including termination.



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Additional Information

Related Documents

- ADD: Related documents and hyperlink as applicable
- 0021 Core Company Policies

External Resources

- ADD: Names, contact information or hyperlinks to external resources the reader may find useful in addition to this document

If you have questions, comments or suggestions regarding this document, contact ADD: Contact name and email address.

Caution! This is a legally sensitive document. Legal review after customization is strongly recommended. To contact the attorney who reviewed ClearSite, please visit us at <http://connectsus.com/partners/CurrentPartners.htm>

Customization Recommendations and Tips:

- *It's recommended that you consult legal counsel before terminating an individual for situations included in this document.*
- *If you do not include "Core Company Policies" as a component in your Company Manual, make sure that individuals understand and have signed off on company policies that are related to guidelines about conduct and harassment.*

Additional Resources:

These are provided for your reference and can be inserted in the External Resources section of your document at your discretion.

- *ClearSite document number 21 "Core Company Policies".*

Note: ["Back to Table of Contents"](#) shown on the 1st page of this document, should be hyperlinked to your Manual table of contents - or removed completely.

Note: The instructions and resources in this box are provided to help you customize this document and should be deleted before the document is released in your organization. Click on the border around this box to select it, then press "Delete".