## ROMANTIC RELATIONSHIP POLICY

[Organization Name] believes that effective business operations require personnel to establish clear boundaries between personal and business relationships. While this policy does not prohibit coworker friendships or romantic relationships, it does set limits on how relationships are conducted during work hours and in the workplace.

DEFINITION

In this policy, “romantic relationship” includes consensual romantic relationships and sexual relations.

SCOPE

This policy applies to employees, volunteers and independent contractors. In the context of this policy, “the employee” will include “volunteers” and “independent contractors”.

POLICY

[Organization Name] strives to avoid situations that could result in favouritism, conflict, or management disruptions. While this policy does not prevent or restrict employees' rights under employment standards or any other applicable employment law, employees in a romantic relationship are expected to conduct themselves in a manner that does not disrupt others or overall productivity.

[Organization Name] permits the continuation of existing romantic relationships under the following circumstances:

* Romantic relationships are not between management and their direct/indirect subordinates;
* Their relationship may not be supervisor-subordinate;
* Employees are prohibited from supervising or evaluating whomever they are in a romantic relationship with;
* Their relationship will not have a detrimental effect on their productivity or performance at work;
* Their relationship may not create a conflict of interest, either real or perceived;
* They are not permitted to audit or review the work of whomever they are in a relationship with in any way.

Employees who allow their romantic relationships with coworkers to impact the workplace negatively may face disciplinary action. Not changing behaviour and maintaining work responsibilities is considered significant misconduct.

Regardless of the positions involved, any romantic relationship that disrupts or threatens to disrupt the workplace, that creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate will be permitted to continue.

The requirements of this policy apply regardless of the parties' sexual orientation.

**Management Responsibility**

Should a romantic relationship described in this policy is discovered to be inappropriate, the matter should be immediately reported to the {title of person}, and the following policies and procedures will be followed:

* On the basis of the conditions described above, it will be determined whether the relationship is subject to [Organization Name]'s romantic relationship policy.
* If the relationship is determined to meet one or more of the conditions outlined in this policy, the {title of person}, in consultation with affected employees and [Insert Other Title e.g. CEO], will attempt to resolve the situation by transferring one employee to a new position or by identifying other actions that will resolve the conflict or issue identified.

If accommodation is not possible, the {title of person}, in consultation with the [Insert Title e.g. CEO of the agency], shall determine which employee must resign to resolve the situation.

[Organization Name] reserves the right to exercise appropriate managerial judgement in order to take any actions necessary to carry out this policy's intent.

[Organization Name] reserves the right to deviate from the guidelines outlined in this policy in exceptional circumstances.

**Employee Responsibilities**

Each employee is responsible for declaring to [Organization Name]'s {title of person} their romantic relationship with a coworker.

Employees are required to continue exercising professionalism whenever they are in the presence of their romantic partner at their place of employment.

Employees who fail to disclose romantic relationships will face disciplinary action up to and including termination of employment.