

HR Compliance Library, ¶45,322, Policy: Sample dating in the workplace policy

Dating in the Workplace

The Company strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment. The provisions of this policy apply regardless of the sexual orientation of the parties involved.

During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

During non-working time, such as lunches, breaks, and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or inappropriate to a reasonable person, or in violation of Company policy. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed offensive or inappropriate by a reasonable person while anywhere on Company premises, whether during working hours or not.

Supervisors, managers, executives, or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or the Director of Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Where conflicts or potential conflicts of interest are identified, the organization will work with the parties involved to consider options for resolving the matter. 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, promotion, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived conflict of interest.