



"Offering our community more than a home"

Personal Relationships at Work Policy

Management Committee submission:	26 November 2024
Previously Approved	30 March 2021
Approved:	26 November 2024
Review date:	November 2027

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.

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.



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 treat any information concerning a personal relationship connected to your work in the strictest of confidence. 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 (Management Committee) 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 – i.e. a panel made up of Finance sub-committee/Management Committee members
- 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. Equality and Human Rights

We will not discriminate on the grounds of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, and Sexual Orientation. An Equality Impact Assessment has been carried out and none of these protected groups will be unduly affected by this Policy. The Policy applies to all.

The Association will provide equality of opportunity and fair treatment for all, ensuring that no individual or group is treated less favourably than anyone else. We work closely with community stakeholders, to provide assurance that we are achieving these aims.

The Association will meet, and where appropriate exceed our obligations under the Equality Act 2010, including the general equality duty in the Act, to ensure we do not discriminate against, harass or victimise a person because they have one or more of the nine protected characteristics described in the Act.

An Equality Impact Assessment has been carried out as part of the review of this policy, in order to assess where the aims of this policy may have a positive, negative or neutral impact upon any of the nine Protected Characteristics set out in the Equality Act 2010.

7. Review

CHA undertakes to review this policy regularly, at least every three years after the initial first year review, with regard to:

- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice

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 and attached	Yes

Clydebank Housing Association Equality Impact Assessment Tool

The Equality Impact Assessment process aims to prevent discrimination against people who are categorised as being disadvantaged or vulnerable within society (as listed in point 4).



Name of the policy / proposal to be assessed	Personal Relationships at Work	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Lynette Lees, CEO		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	<ul style="list-style-type: none"> • 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. 		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	Employees/MC Members		
3. What outcomes are wanted from this policy / proposal ? <i>(e.g. the benefits to customers)</i>	<ul style="list-style-type: none"> • Clarify Clydebank Housing Association's procedure in relation to personal relationships at work • Provide a clear procedure • Provides accountability and transparency to customers/stakeholders 		

4. Which **protected characteristics could be **affected** by the proposal? (*tick all that apply*)**

Minority Ethnic
 Gender
 Disability
 Sexual Orientation
 Age
 Religion
 Transgender /Transsexual
 Marriage /Civil Partnership
 Pregnancy /Maternity

5. If the policy / proposal is not relevant to any of the **protected characteristics listed in part 4, state why and end the process here.**
Applicable to all – no particular group will be adversely affected by this Policy.

	Positive impact(s)	Negative impact(s)
6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4	All groups will have clear information on our standards and expectations concerning personal relationships at work	
7. What actions are required to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).	Regular review Issue to staff and MC via Intranet and highlight Policy at Staff training	

Signed: _____ L Lees _____ (Job title): _____ Chief Executive _____

Date the Equality Impact Assessment was completed: _____ 21.11.2024 _____

**Please save the completed document at the following location: -
F:Policies&Procedures/Equal Opportunities/Policies/Impact Assessments**