

# Workplace Dating Policy

## Purpose

The purpose of this policy is to maintain a professional, respectful, and productive workplace while addressing potential challenges that may arise from personal relationships. This policy aims to:

- Provide clear expectations for conduct and fairness.
- Prevent conflicts of interest, favoritism, harassment, or the appearance of bias.
- Protect the integrity of business decisions, company culture, long-term vision, and innovation.
- Ensure compliance with applicable employment laws.

## Scope

This policy applies to all employees, contractors, interns, and temporary staff of the Company. It governs conduct in all work-related settings, including company offices, remote and virtual environments, off-site meetings, business travel, and company-sponsored events. The policy also extends to relationships with third parties—such as clients, vendors, and contractors—where conflicts of interest or reputational risks may arise.

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## Policy Guidelines

### 1. Professionalism

Employees must maintain professionalism and ensure personal relationships do not interfere with job performance, team dynamics, or workplace culture.

- **Acceptable PDA:** brief hugs, a handshake, or a quick greeting.
- **Unacceptable PDA:** prolonged physical contact, sitting on laps, or behavior that could make colleagues uncomfortable.

## **2. Disclosure Requirements**

- Romantic relationships between employees in a direct reporting line (e.g., manager–subordinate, or where one influences performance reviews, pay, or promotions) **must** be disclosed to Human Resources.
- HR will assess potential conflicts and may implement measures such as reassignment or changes in reporting lines.
- Disclosure of peer-to-peer relationships is optional but encouraged if there is a risk of conflict of interest.

## **3. Harassment and Consent**

- All relationships must be consensual. Any form of pressure, coercion, or unwanted attention constitutes harassment and will not be tolerated.
- If a relationship ends, employees are expected to remain respectful and professional. Retaliation or harassment following the end of a relationship may result in disciplinary action.

## **4. Confidentiality**

HR will handle disclosures and reports discreetly, sharing information only with those necessary for resolution. Employees are expected to respect the privacy of colleagues.

## **5. Conflict of Interest & Financial Integrity**

Employees must avoid situations where personal relationships create—or appear to create—bias, favoritism, or conflicts of interest. Specifically, employees may not influence financial or employment decisions involving a romantic partner, including:

- Salary or wage adjustments
- Bonuses or commission payments
- Overtime approval
- Expense reimbursements
- Promotions or disciplinary actions

## 6. Relationships with Clients, Vendors, and Third Parties

- **Mandatory Disclosure:** Employees must disclose any personal or romantic relationship with a client, vendor, contractor, or consultant.
- **Prohibited Situations:** Employees directly responsible for approving payments, negotiating contracts, or overseeing vendor/client performance may not engage in such relationships. If one exists, the employee will be reassigned or removed from related decisions.
- **Reputation Clause:** Employees should avoid relationships that could damage the Company's reputation, harm client trust, or create the appearance of favoritism.

## 7. Reporting & Investigation Process

- **Reporting Concerns:** Employees who believe a relationship creates favoritism, bias, harassment, or conflicts of interest should promptly report concerns to HR, a manager not involved, or other designated channels.
- **Confidentiality:** Reports will be handled as confidentially as possible. Retaliation against good-faith reports is prohibited.
- **Investigation:** HR will investigate promptly, fairly, and impartially, which may include interviews, document review, and consultation with management.
- **Resolution:** The Company may implement corrective measures, including reassignment, oversight, removal of decision-making authority, or disciplinary action up to termination.
- **Follow-Up:** HR will ensure the resolution is effective and that no retaliation occurs.

## 8. Reference to Harassment & Discrimination Policy

This Workplace Dating Policy works in conjunction with the Company's Harassment and Discrimination Policy. Any conduct violating this policy may also constitute harassment or discrimination and will be addressed accordingly.

## 9. Policy Review and Updates

- **Employee Responsibility:** Employees must stay informed about revisions. The Company may require acknowledgment of significant updates.

- **Company Discretion:** The Company may revise, update, or discontinue this policy at its sole discretion, in compliance with applicable laws.
  - **Integration:** This policy should be read alongside the Company's Harassment and Discrimination Policy.
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## Responsibilities

### Managers

- Ensure fair treatment of employees regardless of relationships.
- Report observed conflicts of interest or inappropriate conduct to HR.
- Remove themselves from decisions where a personal relationship creates a conflict.

### Human Resources (HR)

- Receive and document disclosures.
- Investigate reports and implement conflict mitigation strategies (e.g., reassignment, oversight).
- Provide training and guidance.
- Maintain confidentiality and protect against retaliation.

### Employees

- Maintain professionalism in all workplace settings, including virtual environments.
- Promptly disclose required relationships to HR.
- Avoid participating in decisions where conflicts of interest exist.
- Report concerns of favoritism, harassment, or violations in good faith.

## **Workplace Dating Policy Acknowledgment Form**

I acknowledge that I have received, read, and understand the Company's Workplace Dating Policy. I agree to abide by the guidelines outlined in the policy and understand that:

- Professionalism is expected at all times, including in remote or virtual settings.
- Any required disclosures must be made promptly to Human Resources.
- Relationships must not create conflicts of interest. Favoritism, or compromise financial integrity.
- Violations of this policy may result in corrective or disciplinary action, up to and including termination.
- This policy in conjunction with the Company's Harassment and Discrimination Policy, and any conduct that violates either may be subject to investigation and action.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_