

Personal Relationships at Work Policy

NOTE:

This template has been put together as a guide. Please ensure you customize and include any relevant legal requirements for your region.

Version: [insert date]

1: Purpose

This policy outlines [Company Name]'s approach to managing personal relationships in the workplace, including those involving employees, contractors, suppliers, and other external partners. The purpose is to ensure transparency, fairness, and integrity in all working relationships, and to reduce the risk of actual or perceived conflicts of interest.

2: Scope

This policy applies to all employees, contractors, and individuals acting on behalf of [Company Name], regardless of employment status, work location, or role. It also applies to personal relationships involving suppliers, service providers, and clients where there may be a professional overlap.

3: Definition of Personal Relationships

For the purposes of this policy, a *personal relationship* includes (but is not limited to):

- Romantic or intimate relationships (current or former)
- Family relationships (including by blood, marriage, or domestic partnership)
- Housemates or former housemates
- Close friendships or long-standing personal associations
- Any other relationship that may reasonably give rise to a perception of bias or influence

4: Disclosure Requirements

Employees and contractors are expected to disclose any personal relationship that may:

- Involve a reporting or supervisory relationship
- Influence, or appear to influence, business decisions (e.g. hiring, performance reviews, pay, promotion, or contract approvals)
- Create a potential or perceived conflict of interest with suppliers, contractors, or clients

Disclosures should be made promptly and confidentially to [HR / People & Culture / Line Manager]. The information provided will be handled sensitively and shared only with those who need to be involved in managing the situation.

5: Managing Conflicts of Interest

Once a personal relationship is disclosed, the company may take steps to ensure impartiality and avoid conflicts of interest. These may include (but are not limited to):

- Adjusting reporting lines or decision-making responsibilities
- Removing one party from performance, pay, or hiring decisions
- Reassigning supplier or contractor relationships where necessary
- Monitoring for any perceived or actual preferential treatment

The goal is not to penalise anyone involved, but to ensure workplace decisions remain fair, unbiased, and professional.

6: Change in Circumstances

If the nature of a personal relationship changes (e.g. begins, ends, or becomes more directly connected to someone's role), employees are encouraged to update their disclosure. This allows the business to reassess any risks or adjustments that may be needed.

7: Breaches of Policy

Failure to disclose a relevant relationship, or engaging in conduct that creates a conflict of interest, may result in action under the company's disciplinary or conduct procedures.

Situations where personal relationships cause disruption, discomfort to others, or compromise the integrity of business decisions may also be addressed under other relevant company policies (e.g. Code of Conduct, Anti-Harassment, or Conflict of Interest policies).

8: Questions of Concern

If you are unsure whether a relationship needs to be disclosed, or if you need support managing a situation, please speak with [insert role or contact name]. The intention of this policy is to maintain a professional and respectful workplace, not to interfere unnecessarily in personal matters.

NOTE:

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