

SAMPLE WORKPLACE DATING POLICY

Purpose

The purpose of this Workplace Dating Policy ("Policy") is to establish guidelines for personal relationships within XYZ Corporation ("Company") to ensure a professional work environment free from conflicts of interest or perceptions of impropriety.

Scope

This Policy applies to all employees of XYZ Corporation, including full-time, part-time, temporary, and contract staff, regardless of position or rank.

Policy Statement

XYZ Corporation recognizes that employees may develop personal relationships with one another during the course of employment. While the Company respects the privacy of its employees, it is also crucial to address potential issues that such relationships might cause in the workplace.

Guidelines for Personal Relationships in the Workplace

1. **Consensual Relationship Agreement:** Employees in a consensual romantic or dating relationship must report their relationship to Human Resources (HR) to execute a Consensual Relationship Agreement. This document outlines that the relationship is mutual and consensual and reiterates the expectations of professionalism and adherence to company policies.
2. **Disclosure:** Employees involved in a romantic or dating relationship are expected to disclose their relationship to HR if there is any potential conflict of interest, for example, when the relationship is between a supervisor and their subordinate, or between individuals in the same department that might influence decision-making processes.
3. **Professional Conduct:** All employees must maintain a professional demeanor in the workplace. Public displays of affection, favoritism, and other conduct that could create a hostile or uncomfortable work environment for other employees are strictly prohibited.
4. **Conflict of Interest:** To avoid conflicts of interest, couples who are in a direct reporting relationship must take steps to ensure that alternative supervisory or evaluative arrangements are put in place. HR shall assist with making such arrangements to maintain impartiality and fairness.
5. **Impact on Work Performance:** Employees must ensure that their personal relationships do not interfere with their job responsibilities or the operations of their department. Any decline in work performance linked to a workplace relationship may result in disciplinary action.



6. Recusal and Nepotism: Employees involved in a relationship should recuse themselves from any decision-making process that may reward or disadvantage their partner. The Company prohibits nepotism, and relatives or partners will not be placed in positions where one relative or partner has influence or control over the other's conditions of employment.

Breach of Policy

Any violation of this Policy will be regarded as a breach of company standards and may result in disciplinary action, up to and including termination of employment. The specific actions taken will depend on the nature and gravity of the offense.

Retaliation Prohibited

Retaliation against any employee who reports a violation of this Policy, or who participates in an investigation of such a report, is strictly prohibited. Any concerns or retaliatory actions should immediately be reported to HR.

Policy Implementation

HR will be responsible for establishing procedures to administer this Policy, including providing guidance to employees on how to report relationships and managing any occurrences of conflicts of interest.

Policy Review

This Policy will be reviewed annually and may be revised as necessary to reflect changes in the law or in the Company's operations.

XYZ Corporation reserves the right to make judgments on cases that are not explicitly covered by this Policy and will handle each situation with attention to maintaining the integrity and ethical standards of the workplace.