

Author	ELAS
Date	May 2018
Person Responsible	
Approval/Review Body	ELAS / Senior Leadership Team
Frequency of Review*	12 months

*Policies will be reviewed more frequently if legal changes or good practice require

Purpose

Oracle Care aims to make a difference to the lives of the young people we support and provide them with high quality care, education and therapy every day. Oracle recognises that as staff members spend the majority of their working week with each other, the development of close personal relationships between staff members could happen. The purpose of this policy is to provide guidance to staff members who have close personal relationships with other staff members at work to ensure that both parties maintain a professional approach to their duties.

Scope

This policy applies to all employees of Oracle.

Principles

- It is important to ensure that any management action taken is fair and consistent and in keeping with the group's Equality and Diversity policy and practices. Therefore, the policy, procedures and processes identified within this document are applied to all staff irrespective of age, disability, ethnicity, gender, marital or civil partnership status, nationality, offending history, race, religion or belief, sexual orientation, social status, trade union membership or working patterns.
- It is the responsibility of the Line Manager to ensure that staff members are aware of and act within the policy and guidance.
- Staff members who embark on close personal relationships with work colleagues do need to be aware, at all times, of their behaviour towards each other, particularly within the working environment.
- Oracle expects that staff members involved in a close personal relationship recognise that overtly external displays of affection could embarrass other staff members.

- It is important for staff member's to declare any circumstances which could potentially lead to a conflict of interest between work responsibilities and their personal situation.
- Where possible, family members employed in the same service should not work together in the same team or shift. This includes parents, children, siblings, cousins, aunts and uncles.
- A manager who has a close relationship with another staff member (or has had) who applies for a role at Oracle should not be involved in any aspect of the recruitment and selection process for that post.
- Managers should not have line management responsibility for a staff member with whom they are having, or have had a close personal relationship.

Effective Date
January 2016

Review Date
May 2019 or earlier if legislation requires it.

Questions

In the event that any personal relationships at work raise issues or concerns, guidance can be sought from a Director.