

POLICY ON PERSONAL RELATIONSHIPS & CONDUCT

PURPOSE

To maintain effective business operations, CHOICE seeks to have a work environment where employees maintain clear boundaries between personal and business interactions. Although this policy's intent is not to prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements due to their formal position, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

PROCEDURES:

1. During work time and in work areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During non-working time, such as lunch breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact and personal exchanges of overt affection that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment, including minor infractions, will be subject to disciplinary action. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
6. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.
7. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy—*to maintain a professional work environment.*
8. Any concerns about the administration of this policy should be addressed to your supervisor or if your concern rests with your supervisor, the Executive Director.

Any supervisor, manager, or executive in a sensitive or influential position must disclose the existence of a romantic or sexual relationship with another co-worker or subordinate. Disclosure may be made by contacting HR@choicejobs.org.

Policy reviewed and authorized by:

Nicole Brown- Designated Manager



Print name & title

Signature

CHOICE, Inc.

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