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**EMPLOYEE DATING POLICY  
PREMIUM TRUST BANK**

## **Objective:**

PremiumTrust Bank strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it establishes boundaries regarding how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over other terms and conditions of employment or who can influence other employees' reward and/or penalty are subject to stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

## **Definition of an Inappropriate Personal Relationship:**

Relationships between persons in inherently unequal positions where one party has real or perceived authority, influence, or power over the other's conditions of employment or can directly impact the other's career progression, which includes formal and informal supervisory relationships.

Such relationships are inappropriate if they have an actual, perceived or potential for perceived influence over the professional relationship or workplace.

Efforts by either party to initiate or engage in these relationships are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the PremiumTrust workplace. This excludes relationships where one party **does not** have real or perceived authority or influence over the other's condition of employment or the ability to directly impact the other's career progression.

## **Procedures:**

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunch breaks, before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending others or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on the bank's premises, whether during working hours or not.

4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to PremiumTrust Bank's disciplinary policy, including counselling. Failure to change behaviour and maintain expected work responsibilities is viewed as a major offence.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is a romantic or sexual relationship between supervisors and subordinates,
6. Any supervisor, manager, executive, or other Bank officials in a sensitive or influential position with PremiumTrust Bank must disclose the existence of any romantic or sexual relationship with another co-worker. Disclosure may be made to the Head, Employee Services, or the Chief People Officer.
7. When a conflict of interest or potential risk is identified due to a Bank's employee relationship with a co-worker, PremiumTrust Bank will work with the parties involved to consider options for resolving the problem. The initial recommendation will be to ensure that the parties no longer work together on matters where one is able to influence the other to take action for the other. Examples are matters such as hiring, firing, promotion, performance management, compensation decisions, and financial transaction. Where measures such as transfer are recommended and an employee refuses, such refusal will be deemed as a voluntary resignation.
8. Failure to cooperate with PremiumTrust Bank to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors, or others in positions of authority in a mutually agreeable fashion may be deemed as insubordination and result in disciplinary action up to and including termination.
9. The provision of this policy applies regardless of the sexual orientation of the parties involved.
10. 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.
11. Any concerns about the administration of this policy should be addressed to the People Management Group.

### **Disclosure Requirement:**

Disclosure of such relationships creates a transparent environment that ensures the mission is met with mutual professional respect and accountability while also maintaining public trust and avoiding conflict of interest.

- If individuals of unequal authority are in this type of relationship, the party of greater power is prohibited from engaging in all official matters affecting or appearing to affect the other and both must immediately disclose to the Head, Employee Services, or the Chief People Officer.
- Disclosure reduces the risk to both parties, as measures can be taken immediately to mitigate real or perceived conflicts of interest and bias.
- A failure to disclose such a relationship shall result in disciplinary action.
- When a conflict of interest or potential risk is identified due to the Bank's employee relationship with a co-worker, and it is proven that no earlier disclosure of the relationship was made to the appropriate authorities, this will automatically be deemed as a major offence and treated as thus in line with PremiumTrust sanction grid.

### **Conclusion**

Upon such notification, the responsible officer must ensure that the Bank manages, decreases, or eliminates potential risk as a result of the relationship.

The Responsibility for articulating and communicating policy changes through Employee Handbook and other media resides with the People Management Group.

## ACKNOWLEDGMENT

I acknowledge that I have received and read a copy of the PremiumTrust Bank Employee Dating Policy.

Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Employee Number: \_\_\_\_\_

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