ROMANCE IN THE WORKPLACE POLICY

**Employee Relationships**

In order to minimize the risk of conflicts of interest and promote fairness, {d.employeeName} maintains the following policy with respect to romance in the workplace:

[All romantic or dating relationships between employees are prohibited.

**OR**

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, and compensation).

**OR**

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, and compensation). In addition, no employees working in the same department shall have such a relationship. A department is defined as a group of employees who report directly to the same supervisor.

**OR**

Romantic or dating relationships between employees are permitted, but only under the circumstances described by this policy.]

**Prior Employee Relationships**

To the extent possible, a supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions he or she may influence will not be involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment.

**Policy Protocols and Consequences**

All employees engaged in a romantic or dating relationship are required to notify {d.otherDepartment}.

[Employees in violation of this policy may be subject to termination of employment.

**OR**

Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is entirely consensual and free from coercion and harassment. If the relationship is covered by this policy and is between a more senior and more junior employee, the more senior employee may be subject to demotion to remove the conflict of interest. At the discretion of {d.employeeName} , in addition to or instead of demotion, one of the individuals involved in the relationship may be subject to transfer or termination of employment. If transfer or termination is appropriate, to the extent possible, {d.employeeName} will give individuals involved in the relationship the opportunity to select one employee in the relationship who will be subject to a change in employment status (transfer or termination). If the individuals involved in the relationship decline to make this decision, {d.employeeName} will do so.

**OR**

Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is entirely consensual and free from coercion and harassment. If the relationship is covered by this policy and is between a more senior and more junior employee, the more senior employee may be subject to demotion to remove the conflict of interest. {d.employeeName} will not impose a demotion as a response to a prohibited relationship between employees who are professional peers. At the discretion of {d.employeeName} , in addition to or instead of demotion, one of the individuals involved in the relationship may be subject to transfer or termination of employment. If transfer or termination is appropriate, to the extent possible, {d.employeeName} will give individuals involved in the relationship the opportunity to select one employee in the relationship who will be subject to a change in employment status (transfer or termination). If the individuals involved in the relationship decline to make this decision, {d.employeeName} will do so.

**OR**

Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is free from coercion and harassment.]

**Professionalism**

Employees are expected to conduct themselves in a professional manner at all times. Workplace dating or romantic relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, overt physical displays of affection and using sexual language). In particular, management personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by {d.employeeName} . For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, unwanted flirting, touching, or other behavior that may be regarded as sexual harassment).

**Discretion and Non-Discrimination**

{d.employeeName} retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, sexual orientation, race, color, religion, creed, age (40 and over), national origin, ancestry, citizenship, marital status, order of protection status, physical or mental disability, military service or application, unfavorable discharge from military service, arrest record, expunged or sealed convictions, or any other protected characteristic under federal, state, or local law.

**[Employees Covered Under a Collective Bargaining Agreement**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with {d.employeeName} . Employees should consult the terms of their collective bargaining agreement.

**Conduct Not Prohibited by This Policy**

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

**[Acknowledgment of Receipt and Review**

[I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of {d.employeeName}'s Romance in the Workplace Policy and that I read it, understood it, and agree to comply with it. I understand that {d.employeeName} has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the {d.position} of {d.employeeName} . I also understand that any delay or failure by {d.employeeName} to enforce any work policy or rule will not constitute a waiver of {d.employeeName}'s right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized {d.employeeName} representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized {d.employeeName} representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

**OR**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and read a copy of the {d.employeeName}'s Romance in the Workplace Policy, dated {d.employeeName} ] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help {d.employeeName}'s employees work together effectively on assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

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