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Personal Relationships at Work

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Relationships which develop during the course of employment

The Company recognises that employees who work together may form personal friendships and in some cases close personal relationships. While it does not wish to interfere with these personal relationships, it is necessary for the Company to ensure that employees always behave in an appropriate and professional manner at work.

The following principles have therefore been devised, and apply to all employees regardless of their job or level of seniority.

Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence their conduct while at work.

Any employee who embarks on a close personal relationship with a colleague working in the same service area must declare the relationship to their Manager/Supervisor. If the relationship is between a Manager/Supervisor and an employee whom they supervise, the relationship should be declared by both parties, in writing, to the People Strategy and Resources Manager. The information declared will be recorded in the employees' personnel files.

Wherever possible, alternative management arrangements (which will be documented) will be put in place to ensure compliance with the Code of Conduct and address other potential issues, such as how the situation may affect team dynamics or recruitment and selection, thus enabling both employees to remain in their posts. In cases where this is not practicable, the resolution of the situation will be discussed with the employees concerned.

Similar principles apply to an employee who begins a close personal relationship with a contractor or supplier. If the employee's job allows them authority over the contractor or supplier (for example if the employee has the authority to decide to whom to award contracts), the relationship must be declared to the employee's Manager/Supervisor in writing.

Employees who wish to discuss a relationship that exists within their team should be able to do so with a Manager/Supervisor who is not involved, therefore, in cases where the relationship involves the Manager/Supervisor, it is appropriate for employees to discuss this matter with a more Senior Manager.