

Employee Relationships in the Workplace Policy Template

1. Purpose:

This policy aims to provide guidelines for employees on maintaining professional relationships in the workplace to ensure a positive and productive work environment.

2. Scope:

This policy applies to all employees, including full-time, part-time, and temporary staff, contractors, and interns.

3. Guidelines:

- Employees are expected to maintain professional relationships with their colleagues, supervisors, and subordinates at all times.
- Romantic relationships between employees in a direct reporting relationship are prohibited.
- Employees are encouraged to disclose any personal relationships that may create a conflict of interest or bias in the workplace.
- Any complaints or concerns regarding employee relationships should be reported to HR for investigation and resolution.

4. Consequences:

Violations of this policy may result in disciplinary action, up to and including termination of employment.

5. Resources:

For more information on workplace relationships and conflict resolution, please refer to the Equal Employment Opportunity Commission (EEOC) guidelines: [EEOC Guidelines]<https://www.eeoc.gov/guidance>.

We appreciate your cooperation in maintaining a professional work environment. If you have any questions or need further clarification on this policy, please contact HR.

