

## **Relations in the Workplace Policy**

### **Purpose:**

At Best S.T.E.P. Forward, we value professionalism, respect, and the well-being of our employees. The purpose of this policy is to establish guidelines and expectations regarding romantic and sexual relationships in the workplace to ensure a safe, comfortable, and professional environment for all employees.

### **Policy:**

#### **1. Disclosure of Relationships:**

Employees who enter into romantic or sexual relationships with co-workers are encouraged to disclose the relationship to their immediate supervisor. While disclosure is voluntary, it helps mitigate potential conflicts of interest and ensures transparency.

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 may result in disciplinary action.

#### **2. Professional Conduct:**

Employees engaged in romantic or sexual relationships with co-workers must maintain professionalism at all times while in the workplace. This includes refraining from public displays of affection, favoritism, or behavior that may make others uncomfortable.

#### **3. Protection Against Harassment:**

Employees have the right to work in an environment free from harassment, including unwanted advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature. Any behavior that constitutes harassment will not be tolerated and should be reported immediately.

#### **4. Confidentiality and Respect:**

Employees involved in romantic or sexual relationships must respect the privacy and confidentiality of their partners. Sharing personal or intimate details with other colleagues is inappropriate and can create discomfort in the workplace.

#### **5. Conflict Resolution:**

In the event that a romantic or sexual relationship between employees results in conflicts or disruptions in the workplace, employees are encouraged to seek assistance from their direct supervisor or utilize the organization's conflict resolution mechanisms to address the issue professionally and constructively.

#### **6. Consequences of Violation:**

Violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and circumstances of the violation.

At Best S.T.E.P. Forward, we believe that clear guidelines and open communication are essential for fostering a positive work environment where all employees feel respected, valued, and safe.