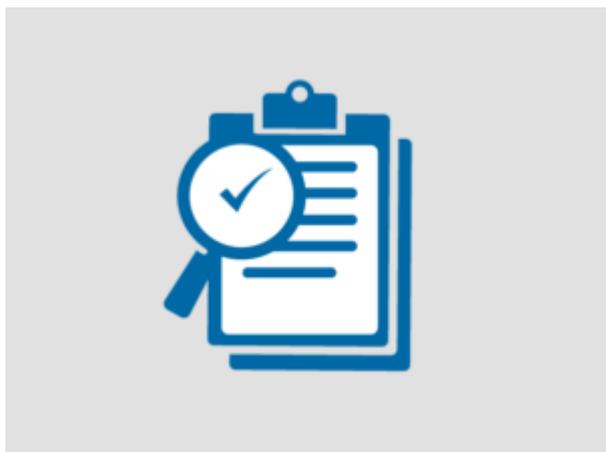


Relationship Disclosure Agreement Policy



1. Purpose

[Organization's name] is committed to providing a workplace that is free of harassment, discrimination, conflicts of interest, and favoritism. [Organization's name] will not tolerate unwelcome or offensive conduct, conduct that creates a hostile work environment, or sexual harassment.

[Organization name]'s Employee Social/Romantic Relationship Disclosure Agreement is a tool used to provide employees and the organization with clarity about the social/romantic relationship status between employees working in the same organization.

2. Scope

Each employee of [Organization name] is required to inform the organization if a social/romantic relationship exists between the employee and another employee, regardless of location of employment, position or tenure of the employee in the organization.

3. Definitions:

Workplace Social/Romantic Relationship: A personal relationship between employees that includes dating activities and/or a physical relationship.

***Take the next section and create a letter for the employee to review and sign. Do not provide the employee with this entire document.**

Employee Social/Romantic Relationship Disclosure

I have informed my supervisor/or human resources (as stipulated by the organization) that I have entered into a personal/social relationship with another employee of [Organization's name].

The name of this other employee is _____
(note that this information can be redacted when this is placed in the employee's and/or upon termination of the employment relationship).

I understand and agree to the following:

The workplace social/romantic relationship I am in with another employee of [Organization's name] is welcome and has been entered into with my full and informed consent.

- I am free to terminate this relationship at any time.
- The person I am in a social relationship with is free to terminate our relationship at any time without experiencing any workplace retaliation from me.
- While in this relationship I will not take a role of direct supervision over the other employee with whom I am in a relationship.
- I agree that will not participate in any discussions or decisions related to the terms of the other employee's employment, including those related to assignments, evaluations, discipline or discharge, compensation, scheduling, promotion or demotion.
- I will not engage in any inappropriate public displays of affection or any inappropriate conduct in the workplace or at work-related functions with the other employee.
- I will not engage in conduct that could reasonably be regarded by other employees as professional favoritism towards the other employee with whom I am in a relationship.
- I agree to behave professionally towards the other employee with whom I am in a relationship at all times while at work or at work related activities, even if the social relationship ends.
- I agree that participation in this social/romantic relationship has not been made a condition or term of employment.
- I will inform the organization immediately if the social relationship ends or if the conduct of the other employee is no longer welcome by me.
- I understand that this information will be kept in confidence and this agreement is not intended to invade my privacy but to affirm that both employees have received and agree to comply with all relevant policies.
- I understand that I may consult with an attorney before signing this agreement.

Print Employees

Name	Employees
Signature	Date

Witness (HR or Supervisor) name

Witness Signature	Date
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