

Personal Relationships Policy

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1. Introduction:

HND Children's Care Ltd is an equal opportunities employer and, as such, recognises that potential difficulties may arise in the event that personal relationships overlap with professional ones.

It is essential that the business of HND Children's Care Ltd is conducted fairly and equitably.

HND Children's Care Ltd wishes to avoid possible conflicts of interest in relation to working relations both internally and externally. Any such conflicts will be identified and managed with the aim of ensuring that there can be no possible perception of favouritism.

This policy applies to all employees and aims to support and maintain a professional standard of conduct whilst respecting the rights of each individual.

It is not the intention of HND Children's Care Ltd to intrude on personal conduct or to intrude on the privacy of individuals.

For the purposes of this policy a personal relationship is defined as:

- A family relationship.
- A business commercial or financial relationship outside of work.
- A sexual / romantic relationship.



2. Policy:

Relationships between employees:

Employees are advised that if they enter into any sexual / romantic relationship with another employee who they may have responsibilities for including (but not limited to) higher management, disciplinary matters, pay rises and pay reviews or other supervisory duties throughout the course of their employment, the relationship may potentially cause a conflict of interest.

Employees should not enter into a business, commercial or financial relationship with another employee which could compromise or could be perceived to compromise their duty to HND Children's Care Ltd or the business of HND Children's Care Ltd.

In the event that such a relationship does develop, it is in the employee's best interest to notify the manager and / or Director. Where he or she feels that this relationship may result in a conflict of interest, HND Children's Care Ltd may take such action as necessary and appropriate to limit the extent and effect of this conflict. Such measures may include but are not limited to assigning the employees to a different place of work, changing, or relocating duties and / or changing line management responsibilities.

Where a personal relationship exists or develops between members of staff, they must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party. Parties in a personal relationship should not work together in any circumstance whereby a conflict of interest, breach of confidentiality or an unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship.

Declaration of personal relationships:

Whereby any personal relationships as set out in this policy are not declared to HND Children's Care Ltd and results in an unfair advantage or disadvantage to either of the parties to the relationship this will be regarded by HND Children's Care Ltd as a serious matter and may lead to disciplinary action.

End.