



FINTRY DEVELOPMENT TRUST Professional relationships policy

The Trust recognises that work may result in friendships and closer relationships developing. Relationships may develop not only with colleagues but members, suppliers and professional contacts..

It is natural for relationships to develop in a working environment. It could be difficult for an organisation, however, if a manager has a personal relationship with an employee who reports to them directly or indirectly. While the organisation has every respect for the privacy of its employees, it asks that all employees consider the impact that personal relationships can have on the organisation and consider the procedure below

Procedure

1. Personal relationships can sometimes create a conflict of interest. Examples include relationships with:
 - a. members
 - b. professional contacts
 - c. subordinates, managers or Trustees.

Where an employee feels that such a relationship could develop into a personal one, he or she should speak to a manager or Director in confidence.

2. Where personal relationships develop, it is essential that employees do not divulge sensitive company information including financial details. Employees are reminded of their duty of confidentiality to the organisation.
3. Where an employee and a subordinate have a personal relationship, this may make it difficult for the employee to manage his or her partner without a conflict of interest taking place. Either the employee or subordinate may be asked, in such circumstances, to consider working on a different project or work section, to allow some distancing where possible to avoid such a conflict occurring.
4. The above policy is non-contractual and the organisation reserves the right to amend or withdraw it at any time.

Policy update record

DATE OF CHANGE	CHANGED BY	COMMENTS
25.11.20	Board	Initial agreement of policy implementation