

HEALTH SERVICES UNION

Relationships at Work

Purpose

This policy addresses the appropriate management of personal relationships in the workplace with the objective of maintaining public trust and confidence in the integrity and professionalism of the decisions made and the services provided by Health Services Union.

HSU does not wish to intrude on the reasonable privacy expectations of any staff member. However, the potential for conflict, or perceived conflict, between personal/family relationships and work responsibilities may arise.

HSU seeks to provide a culture marked by mutual respect, personal dignity and support for the skills and abilities of everyone. This policy applies to the conduct expected in the professional performance of duties of all HSU staff.

Definitions

"Close personal relationship" means:

- a relationship that goes beyond the bounds of a platonic/personal friendship or a working relationship, and includes being a relative, a family relationship, or personally involved, i.e. dating, romantic relationships, sexual and similar close personal relationships that may be consensually undertaken by both individuals; or
- a relationship which gives rise to a real or potential or perceived conflict of interest and includes relatives and financial relationships; or
- a relationship where one person is financially dependent on another; or
- relationships where there have been previous instances of serious conflict between the parties.

Policy

The HSU recognises that in some circumstances, close personal relationships can exist or develop in the workplace environment. To avoid a potential conflict of interest, or the perception of such a conflict, in situations where a family (including marital) or other close personal relationship exists between two working colleagues, an employee and a member or an employee and a supplier, then the following arrangements will be applied:

1. An individual may be reallocated to another division to remove the real or perceived conflict of interest.
2. In the instance where a relationship exists between an employee and a supplier, the Union may implement alternative arrangements to remove the real or perceived conflict of interest.
3. No individual will supervise or be responsible for another family member or close personal relation in the same office or same division.

4. Even if there is no direct reporting relationship, no Manager shall be involved in the appointment, promotion or salary decisions in relation to the other staff member (or potential staff member) with whom they have a close personal or family relationship.
5. Two individuals in this situation will not form part of the same financial processes chain (e.g. authorisation of leave/authorisation of expenses and etc.).
6. If a relationship does develop at work that could cause a conflict of interest, this should be discussed with the Human Resources Manager and/or HSU Secretary so that steps can be taken to avoid this conflict through seeking an alternative role. In circumstances where an alternative role is not available, the human resources manager will assist the Manager to implement reasonable management processes to ensure that any potential conflict of interest is avoided.
7. If a relationship exists that could cause a conflict of interest, it is the responsibility of the involved parties to promptly report the relationship to the Union. Failure to do so may be considered a breach of this policy and may be treated as misconduct under clause 11 of the HSU Employment Policy.
8. Where a relationship is reported, all information pertaining to the relationship will be treated in a confidential manner.

Policy Version Control

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