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**How to…. Manage personal relationships at work**

The University has a policy on relationships between members of staff, and staff and students. Relationships at work are part of life and in most cases do not cause any problems. The University is not seeking to prevent them - the purpose of the policy is to ensure that there are appropriate safeguards in place with regard to relationships at work, and minimise the possibility of conflicts of interest or undue influence.

If one of your team advises you that they are in a relationship with a colleague, you may wish to consider the following:

* Review whether the member of staff has any responsibilities in relation to the person that they are in a relationship with, eg decisions relating to performance, pay or promotion. If they are, it would not be appropriate for them to be involved in these activities in the future.
* Advise the member of staff that they should not be involved in the activities mentioned above, or any recruitment processes involving the person with whom they are in a relationship.
* Check if there are any other potential conflicts of interest as a result of the relationship based on the roles the individuals fulfil. Put measures in place to minimise these – take advice from HR if required.
* Remind the member of staff about their duties of confidentiality – this is especially important if one of the members of staff has access to sensitive or confidential information as a result of their role.
* Check with the member of staff about their intentions regarding communication – are they intending to tell other colleagues?

Please also refer to the Professional Relationships Policy available on StaffNet.