The University of Manchester

Personal Relationships Policy

1. Introduction

1.1 At The University of Manchester, we strive to provide a supportive and engaging environment for all members of the University community. The relationships that are built, whether between employees or employee and students, are based on trust, respect and integrity.

1.2 It is recognised that the nature of these relationships may develop over time into genuine and consensual intimate relationships, however in some cases this may result in the potential for an imbalance of power and/or an actual, or perceived conflict of interest.

1.3 It is our duty to ensure that employees recognise and respect the boundaries of their professional role and authority when interacting with both employees and students, and that they uphold professional standards in all aspects of their role, at all times.

1.4 All employees are required to observe and maintain appropriate professional boundaries at all times, whether this is between employees, students (including prospective students), or anyone else they may come into contact with when carrying out the duties of their role. See Appendix 1 (Guidelines for maintaining professional boundaries) for more detail.

1.5 Employees must not engage in inappropriate or unacceptable behaviour towards students (including prospective students), employees or any third parties they may come into contact with when carrying out the duties of their role. See Appendix 2 for examples of such behaviour.

1.6 Where an employee is also a member of a professional or public body e.g. General Medical Council, they are reminded that they are bound by the behaviours and codes of conduct or practice set out by the relevant body.

1.7 Employees are prohibited from engaging in **Intimate Relationships** with:

- Fellow colleagues or employees, or students who are under the age of 18, or an adult who is considered or suspected to be at risk (vulnerable adult).

- Students for whom they have **Responsibility**; involvement in their academic studies and/or pastoral care.

1.8 The University also prohibits **Close Personal** relationships between employees and students for whom they have **Responsibility**; involvement in their academic studies and/or pastoral care.

1.9 Where such relationships already exist, at the point the Personal Relationships policy comes into effect, employees are required to disclose the relationship. This is to ensure that any involvement in the student's academic studies and pastoral care is removed and to enable the University to determine if there are any other perceived, or actual Conflicts of Interest and how these can be appropriately addressed. See section 9 for further detail.

1.10 Students, or employees who are, or who have been, involved in an **Intimate Relationship** with a fellow employee and who do not consider such relationship to be truly consensual should report the matter immediately and will have the right of complaint under the Dignity at Work and Study Policy.

2. Purpose

The purpose of this policy is to:

2.1 Set out and provide clear guidelines to all University employees regarding **Close Personal** and **Intimate Relationships** that may occur within the workplace, inclusive of friends and familial relationships.

2.2 Ensure employees know what relationships are permitted and what relationships are prohibited.

2.3 Ensure employees are aware of the appropriate steps to take if they engage in a **Close Personal** or **Intimate Relationship** with a student or fellow employee.

2.4 Provide a framework for managers to deal sensitively, consistently and fairly with personal relationships which arise within the workplace.

2.5 Ensure safeguarding measures and clear processes are in place to protect students from unacceptable behaviour or actions, and to reduce the risk of employees placing themselves in a position where they may be open to allegations of: impropriety, bias, abuse of authority/power, breaching professional boundaries, sexual misconduct and/or harassment discrimination, conflict of interest or favouritism.

2.6 This policy and any associated policies and procedures do not form part of any employee's contract of employment, and may be updated at any time.

3. Scope

3.1 This policy is applicable to anyone who carries out work for the University, including apprentices, academic, research and professional services employees, holders of honorary status (e.g. professor emeriti, NHS Staff), agency workers, casual workers, contractors, mentor/mentee, visiting lecturers/researchers, and University students when they are carrying out the duties of the role they

are employed to do by the University, such as Ph.D. students in the role of Graduate Teaching Assistants, Student Ambassadors, or those on casual contracts within hospitality, for example.

3.2 For simple ease of reference, in this policy, we refer to all categories of staff listed in section 3.1 as "Employees" including those categories of staff who are not considered to be employees as a matter of law.

3.3 For the purpose of this policy, students will only be classed as an employee when carrying out the duties of the role they are employed to do. At all other times they will be considered a student.

4. Definitions

4.1 For the purpose of this policy the following definitions will apply:

Abuse of power: power exerted by someone in a position of authority, in a manner which is considered to be unacceptable. Examples may include but are not limited to; grooming, manipulation, coercion or putting pressure on others to engage in conduct they do not wish to or feel uncomfortable with.

Adult at risk (vulnerable adult): This is someone who is aged 18 or over and requires care and support from the local authority e.g. community care and as a result of those care and support needs, is unable to protect themselves from either the risk of, or experience of abuse, neglect, harm or exploitation. Additionally, there may be times this term could be applied to an adult who does not meet this first definition but deemed to be vulnerable due to a health concern they present e.g. undergoing treatment and support for trauma.

Capacity to consent: Capacity is whether an individual is physically and/or mentally able to make a choice and understand the potential consequences of that choice. For example, an individual does not have the capacity to consent if they are asleep, or unconscious. Additionally, an individual's capacity to consent may be lessened if under the influence of alcohol or drugs, or the presence of a cognitive or learning difficulty, or mental health condition.

Close personal relationship: A relative or close family friend, or where there is a business/commercial/financial dependence.

Conflict of interest: A conflict of interest may arise when an employee has a personal or private interest, which may conflict with their official or professional responsibilities, as a person in a position of trust or authority.

Consent: Having the freedom and capacity to agree to something by choice, without coercion or pressure into doing so, or fear of repercussions. Those who are seeking consent should ensure that it is being given freely and recognise that it can be withdrawn at any time.

Employee: See 3.1 and 3.2 above**.**

Intimate relationship: An intimate relationship is a consensual emotional or romantic relationship (whether or not sexual), which goes beyond the normally accepted boundaries of the professional sphere between an employee and a student, or between employees. These relationships could be ongoing, short term or limited

to a single occurrence/be a one off. They can be conducted in person and/or online, or via any other forms of communication.

Position of authority: Any employee who due to the nature of their role has direct or indirect responsibility over another employee or student.

Position of trust: Any employee working closely with children, young people or adults at risk, or any employee with power or authority over others is in a position of trust.

Power Imbalance: This may occur when one individual has power or authority over another, whether this is direct or indirect responsibility, meaning that their positions are inherently unequal. Examples include, but are not limited to, a lecturer or supervisor and their student, a manager and employee they manage, mid-senior employees and junior employees (including senior academic and junior academic) in the same department, principal investigator and postdoctoral scholar or research assistant in their research group,

Responsibility: where an employee is directly or indirectly responsible for supervision and/or management of an employee or student; is involved in a student's academic studies; has pastoral responsibility for a student.

Student: all those enrolled at The University of Manchester on either a part-time, or full-time basis, either as an undergraduate, or postgraduate (taught or research). This also includes prospective students, visiting students and students who may be attending summer programmes.

4.2 The above definitions are not intended to be exhaustive. Given the sensitive nature of personal relationships, all employees are required to use common sense in assessing whether or not this policy is relevant to them. If any person is unsure whether this policy applies to their circumstances, they should speak to their Line Manager in confidence about their situation.

5. Relationships between Employees and Students

5.1. The University is committed to creating an environment for employees and undergraduate and postgraduate students (or prospective students) where decisions about assessment, selection and access to resources are based on merit.

5.2 Whilst it is recognised that social interactions may take place between employees and students and that these can nurture positive working relationships and help support a student's educational development, employees are reminded that they are in a position of authority and that they should always demonstrate exemplary behaviour, taking into consideration their environment and what would be deemed appropriate conduct.

5.3 Employees should recognise that they have a professional and ethical responsibility to protect the interests of students, to respect the trust involved in the employee/student relationship and to accept the constraints and obligations inherent in that responsibility.

5.4 To engage in an **Intimate Relationship** with a student involves serious difficulties rooted in the inherent power imbalance, and hence choice, of the parties concerned, as well as real problems in maintaining the boundaries of professional and personal life. Such relationships can also disrupt the teaching and learning environment for other students and for employees.

5.5 Employees should be mindful of how their actions may be objectively perceived by others, no matter how well intentioned, and give due consideration to what would be considered appropriate conduct in respect of the activities they are undertaking.

5.6 As outlined in point 1.7, the University prohibits **Close Personal** and **Intimate Relationships** between employees and students for whom they have **Responsibility**.

5.7 For the purpose of transparency, although the University prohibits **Close Personal** relationships where there is **Responsibility**, we recognise that such relationships may occur, for example a student or prospective student is registered on a course that a family member teaches. It is the element of **Responsibility** in such relationships which is prohibited. Employees in this situation are required to declare the relationship, as outlined in Section 10, to ensure that appropriate steps can be taken to mitigate any perceived or actual conflicts of interest that may arise.

5.8 Under the Sexual Offences Act 2003, it is a criminal offence for anyone in a position of trust to engage in any sexual activity with a young person under the age of 18, irrespective of whether the relationship is consensual and/or the employee teaches the young person or not. This is because the employee is in a position of trust and the young person may be vulnerable to exploitation

5.9 Additionally, employees (regardless as to whether they **have Responsibility or not**) are prohibited from engaging in **Intimate Relationships** with employees or students who are under the age of 18 (see 5.9) or an adult who is considered or suspected to be at risk (vulnerable adult).

5.10 Whilst the University does not seek to prohibit consensual **Intimate Relationships** between employees and students where there is **no Responsibility**, recognising all the points above, the University **strongly discourages** such relationships.

5.11 Where a **Close Personal** or **Intimate Relationship** exists between two students and one of the parties subsequently becomes employed or engaged by the University, the relationship will need to be declared as per the process detailed in Section 9 of this policy for pre-existing relationships.

5.12 Students who are, or who have been, involved in an **Intimate Relationship** with an employee and who do not consider such relationship to be truly consensual should report the matter immediately to Report and Support and will have the right of complaint under the Dignity at Work and Study Policy.

6. Relationships between employees and students where there is no responsibility

6.1 To establish whether any potential or actual conflicts of interest exist, and to ensure safeguarding measures can be considered and implemented where necessary, an employee from the outset must inform their Line Manager as soon as reasonably practicable, but no later than one month if they engage in an **Intimate Relationship** or have a **Close Personal** relationship with a student or prospective student where there is **no Responsibility**. Employees are required to complete an online Personal Relationship declaration form through Oracle Fusion and submit this to their Line Manager, more details on the declaration process can be found in Section 10. Further details on how to do this can be found at How to complete a Personal Relationship declaration form on Oracle Fusion.

6.2 Students who are employed on teaching or research contracts or are engaged as casual workers on a part-time or temporary basis alongside their studies, are required to declare an **Intimate** or **Close Personal** relationship with another student where there is **no Responsibility.** This also applies to when a new situation arises in an existing relationship between students that may give rise to real or perceived conflict of interest, exploitation, favouritism or bias due to their employment or engagement with the University (see 5.11)

6.3 Failure by an employee to disclose a **Close Personal** or **Intimate Relationship** with a student for whom they do not have Responsibility may be treated as a disciplinary matter and, depending on the circumstances, may result in disciplinary action being taken up to and including dismissal in accordance with the relevant Disciplinary and Dismissal policy and procedure.

6.4 As a matter of course, all disclosures will be treated sensitivity, respectfully and in confidence as far as practically possible.

6.5 Both employees and students engaging in an **Intimate Relationship** or where there is a **Close Personal** relationship will be required to comply with any reasonable decision or action proposed or undertaken to mitigate any risks identified.

6.6 Employees are advised to make their Line Manager aware if the relationship has come to an end so that consideration can be given to whether any new arrangements need to be put in place to safeguard both parties. This can be done by submitting an updated online Personal Relationship declaration form through Oracle Fusion.

6.7 If the employee moves role within the University, which results in a change of line management/directorate/school, they are required to inform their new Line Manager of the relationship, as per point 6.1.

6.8 For pre-existing relationships with current or prospective students, please see section 9.

7. Relationships between employees

7.1 We respect the right of all our employees to a private life. We also understand that many people meet their partners at work and that **Close Personal** or **Intimate relationships** between employees are inevitable. In many cases a **Close Personal** or **Intimate relationship** between employees will not interfere with work. However, sometimes a relationship can become problematic because it adversely impacts on other employees or negatively affects work efficiency. **Close Personal** or **Intimate relationships** can be problematic where they involve members of the same team or are between a supervisor or manager and subordinate, which gives rise to an inherent power imbalance and a likely conflict of interest.

7.2 Employees are therefore required to disclose to their line manager a **Close Personal** or **Intimate Relationship** where an employee has **Responsibility** for the other employee, or where they are given such **Responsibility**. Employees are required to complete an online Personal Relationship declaration form through Oracle Fusion and submit this to their Line Manager, more details on the declaration process can be found in Section 10.

7.3 If the actual or perceived conflict of interest e.g. reporting lines, cannot be resolved by any other means and is interfering with the effectiveness of either individual, then it may be necessary to explore the possibility of moving one of the individuals to another area of work or location, or change the reporting line. Both employees will be expected to comply with any reasonable decision, or action taken by their manager to mitigate any risks identified.

7.4 If an employee has a **Close Personal** or **Intimate Relationship** with another employee, they must not have any involvement in decisions relating to pay, reward or promotion / appointments of that employee.

7.5 If an employee has a **Close Personal** or **Intimate Relationship** with a job applicant (internal or external) they must not have any involvement in any aspect of the recruitment and selection process e.g. as a member of an interview panel or acting as a referee.

7.6 External and internal applicants for posts are required to declare relevant personal relationships during the application process.

7.7 Whilst there is no formal requirement for employees in a **Close Personal** or **Intimate Relationship** to disclose their relationship where there is **no Responsibility**, employees should consider whether it may be appropriate to inform their line manager in any event, or where it would be reasonable to assume that they may in the future have an element of responsibility for the other employee e.g. change to reporting lines, employees who are peers and work in the same team/department, more senior employees who may be involved in decision making panels, which could give rise to a perceived, or actual conflict of interest.

7.8 If an employee moves role within the University, which results in a change of line management/Directorate/School and as a consequence means they would have **Responsibility** for an employee they have a **Close Personal**, or **Intimate Relationship** with, then they are required to inform their new Line Manager, as per point 7.2.

7.9 Where a **Close Personal** or **Intimate Relationship** ends, it is expected that all parties will continue to conduct themselves in a professional manner and avoid personal disputes, which may impact on the working environment of other employees and students. Employees should disclose the end of the relationship to their line manager via the online Personal Relationship declaration form through Oracle Fusion as it may also be appropriate for some of the actions put in place by the University during the relationship, to continue for an agreed period of time following the end of the relationship. The employees involved will be consulted and required to comply with reasonable actions.

7.10 Any failure by an employee to comply with the requirements set out above may be treated as a disciplinary matter and may result in action being taken, up to and including dismissal.

7.11 Employees who are, or who have been, involved in an **Intimate Relationship** with another employee and who do not consider such relationship to be truly consensual should report the matter immediately to their line manager and will have the right of complaint under the Dignity at Work and Study Policy.

8. Obligations of managers when made aware of a relationship

8.1 On being notified of a disclosure of a new or pre-existing **Close Personal** or **Intimate Relationship**, whether between an employee and student, or between employees, the employee's relevant line manager is required to do the following:

- Review the declaration and speak with their employee to determine if a risk assessment is required. Line managers should complete the Personal Relationships - Pro forma and Risk Assessment document as part of this discussion.
- The purpose of the risk assessment is to establish whether there are any perceived or actual conflicts of interest, which may arise due to the relationship and what measures need to be put in place to address/prevent them, including ones to protect the integrity and welfare of both parties e.g. change of reporting line, reassigning who would mark an assessment;
- If following the discussion, it is determined that no action is required e.g. no conflict of interest identified, the line manager should make note of this on the Personal Relationship Pro-Forma template.
- Ensure the other party named in the declaration is made aware of any required measures to address any conflicts of interest identified;
- Keep any measures put in place under regular review to ensure they remain fit for purpose;

- Consider the welfare/concerns of any other individuals or groups who may be affected by the **Intimate** or **Close Personal Relationship**;
- Consider whether anyone else needs to be made aware of the disclosure in order to mitigate any potential conflicts of interest, and ensure that both parties are aware of this need e.g. to explain why there is a change in reporting line/supervisor;
- Ensure that a copy of the completed Personal Relationship – Pro forma and risk assessment template is uploaded to the employees record on Oracle Fusion. Further details on how to do this can be found here Line Manager Guidance - Personal Relationships online declaration

8.2 Given the highly sensitive nature of personal relationships, managers may wish to seek advice from their line manager, or relevant member of the People Directorate before dealing with any issues which may arise.

8.3 Any information regarding personal relationships is confidential and likely to be protected under data protection laws. Managers are reminded about their data protection obligations under the law including ensuring the security of such information.

8.4 Managers are also reminded that we have a duty to protect the health and safety of our employees and students and this includes their mental health. If a manager has concerns regarding the health impact of a personal relationship on an employee or student they should bring this to the attention of a relevant member of the People Directorate or the Advice and Response team without delay.

9. Disclosure of a pre-existing relationship

9.1 This section applies to relationships which are in existence at the time of this policy being published.

9.2 Employees are required to disclose any pre-existing **Close Personal** or **Intimate Relationships** with a student by **30 September 2025**, irrespective of whether they have **Responsibility** for the student or not.

9.3 Employees are required to disclose any pre-existing **Close Personal** or **Intimate Relationships** with another employee by **30 September 2025**, where there is an element of **Responsibility**, or where there could be a potential conflict of interest.

9.4 Students who subsequently become an employee at the University alongside their studies are also required to declare a pre-existing relationship with another student.

9.5 Employees are required to declare a pre-existing relationship by submitting an online Personal Relationship declaration form through Oracle Fusion..

9.6 A risk assessment must be carried out by the employee's line manager to ensure that the employee no longer has any element of **Responsibility** for the student/other employee. This could include measures such as removing the employee from supervisory duties/marking assessments, potential

re-scoping of the area of study for the student, identifying a suitable alternative supervisor, putting an alternative line manager reporting line in place.

9.7 Failure to disclose an existing relationship within the prescribed timescales outlined in points 9.2 and 9.3 and without good reason, may result in disciplinary action being taken, up to and including dismissal.

9.8 This information is captured to determine policy usage and to ensure there is a record of safe guarding measures in place, which may be reviewed periodically. Additionally, anonymised data may be used for internal auditing purposes. This information will be held for the duration of the period of employment from the point of notification plus 6 years. It will be stored securely and managed in compliance with data protection legislation. Further information about the way the University uses your personal information and your rights is available from our Privacy Notices.

10. Personal Relationship Declaration Procedure

Employee and Student Relationship Declaration

10.1 The responsibility of declaring a **Close Personal** or **Intimate Relationship** with a student belongs to the employee.

10.2 Employees are required to complete the online Personal Relationship declaration form through Oracle Fusion as soon as possible but no later than **one month from the start of the relationship/interaction.** Further details on how to do this can be found at How to complete a Personal Relationship declaration form on Oracle Fusion.

10.3 The employee is required to inform the student whom they have a relationship with that they have submitted an online Personal Relationship declaration form, to ensure that they are aware that their information has been disclosed. Failure to do so may be treated as a breach of this policy.

10.4 On receipt of a declaration, the employee's line manager is required to discuss the declaration with the employee to determine if it is necessary to carry out a risk assessment and to ensure any required actions/adjustments are put in place.

Employee/Employee Relationship Declaration

10.5 The responsibility of declaring a **Close Personal** or **Intimate Relationship** with another employee belongs to the more senior of the two employees.

10.6 Employees are required to complete the online Personal Relationship declaration form through Oracle Fusion as soon as possible but no later than **one month from the start of the**

relationship/interaction. Further details on how to do this can be found at How to complete a Personal Relationship declaration form on Oracle Fusion.

10.7 The more senior employee is required to inform the employee that they have a relationship with that they have submitted an online Personal Relationship declaration form, to ensure they are aware that their information has been disclosed. Failure to do so may be treated as a breach of this policy.

10.8. On receipt of a declaration, the employee's line manager is required to discuss the declaration with the employee to determine if it is necessary to carry out a risk assessment and to ensure any required actions/adjustments are put in place.

10.9 Although not a formal policy requirement, employees may choose to declare a **Close Personal** or **Intimate Relationship** with another employee where there is no element of **Responsibility**. As outlined in point 7.7, employees are advised to declare such relationships if they feel that there may be a conflict of interest, or if it's reasonable to conclude that one may arise in the future e.g. they are a member of a decision making panel/committee that may involve the other employee, such as being on a panel for awarding Academic Promotions, or Rewarding Exceptional Performance.

10.10 Data Protection: All declaration forms will be stored securely and managed in compliance with data protection legislation.

11. Harassment and Bullying

11.1 We will not tolerate any form of bullying or harassment of our employees or students and will take any allegations extremely seriously.

11.2 All employees are reminded that they are subject to our policies on equality and diversity, discrimination and harassment, and data protection and that breach of these policies may result in disciplinary action, up to and including dismissal (see Section 15 for links).

11.3 If either an employee, or student believes they have been subjected to inappropriate, or unacceptable behavior (see Appendix 2) they have the right to make a complaint under the University's Dignity at Work and Study Policy.

12. Reporting relationship concerns

12.1 If a student has concerns about their relationship with an employee e.g. if they are uncertain whether it is potentially crossing a boundary, they feel coerced into a non-consensual relationship, or if they have concerns about a relationship between a fellow student and employee, then they can see advice from the University's Report and Support platform, ResLife advisors, the Student Union Advice Service.

12.2 If an employee has concerns about their relationship with another employee e.g. if they are uncertain whether it is potentially crossing a boundary, or feel coerced into a non-consensual relationship, or if they have concerns about an employee/student relationship then they should report their concerns to the relevant People Partner and they can also seek advice from the University's Report and Support platform.

12.3 Both employees and students are reminded of the free, confidential, 24/7 helplines:

- Employee Support - Employee Assistance Programme
- Student Support – 24 hour mental health and wellbeing app & helpline: Spectrum.Life

13. Policy Compliance

13.1 A breach of this policy may be treated as a disciplinary matter and, depending on the circumstances, may result in disciplinary action being taken up to and including dismissal in accordance with the relevant disciplinary policy and procedure.

14. Policy Review

14.1 This policy will be reviewed after 12 months in operation following publication; it will subsequently be reviewed bi-annually in consultation with campus Trade Unions.

15. Related University Policies and Procedures

- Personal Relationships - Pro forma and Risk Assessment
- Data Protection Policy
- Disciplinary and Dismissal Procedure for Support Staff
- Dignity at Work and Study Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Safeguarding Children Policy and Guidance
- Statute XIII
- Handy Guide - Register of Interests

Appendix 1 – Guidelines for maintaining professional boundaries

To protect both employees and students and to reduce the risk of allegations of improper behaviour, abuse of power, bias, sexual misconduct, discrimination, conflicts of interest, employees should adhere to the following guidelines:

- maintain an appropriate physical and emotional distance from students, ensuring that you do not create what could be considered a 'favourable' or 'special friendship';
- where possible, ensure that meetings and discussions occur on campus or other University-approved premises. Where not possible, ensure the meeting occurs in a public venue, such as a library or a café;
- refer students with support needs to a relevant University support service and limit your role in providing personal support to a student where this is not part of your employment duties;
- refrain from contacting students outside of reasonable working hours i.e. 8am – 6pm;
- do not seek personal information from a student except as relevant to a University process (e.g. medical information for special consideration, or personal circumstances information as part of an academic progress process),
- when corresponding with a student use a University email account and wherever possible a University telephone or work mobile number;
- ensure any correspondence to students is to a professional standard and bear in mind that any correspondence sent to, or about a student may be disclosed as part of a Subject Access Request;
- refrain from meeting a student on a one on one outside of office hours and off campus, particularly if such meetings may include the consumption of alcohol;
- refrain from befriending and/or communicating with a student on a personal basis via social media channels and platforms;
- unless necessary and using common sense refrain from sharing personal information or problems with a student. An example being that a student will need to be informed if their supervisor is going to be absent from work for a period of time, however they do not need to be made aware of personal information that has no bearing on their study and/or would potentially make them feel uncomfortable e.g. financial or marital difficulties;.
- do not physically comfort/embrace a student or use terms of endearment;
- do not provide a student with a gift, or lend/borrow personal items or money to or from a student;
- employees are discouraged from accepting gifts from students;
- give consideration to the tone and language used, taking into account cultural differences or language barriers which could lead to miscommunication or misunderstanding;
- adhere to the same guidelines, where logistically possible, when participating in fieldwork with a student, attending conferences and any other University activities whilst away from the usual workplace;
- do not invite or encourage students, whether on a temporary or longer term basis, to reside in your home, or your shared accommodation.

Employees are required to adhere to the above guidelines, where feasibly and logistically possible, when participating in fieldwork with a student(s), attending conferences or training events, residential placements and any other University related activities whilst away from their usual place of work/study.

It is recognised that for safety purposes it may be necessary prior to any fieldtrip to set up an agreed method of communication for all parties. In such situations it is advisable that any agreed communication channel e.g. a WhatsApp group chat, is set up by the employee; that all participants are clear beforehand on how it will be used e.g. for professional purposes solely, that the nature of the content remains courteous and professional and in line with the Dignity at Work and Study Policy, and that it is everyone's understanding that the group chat is only to be used for the duration of the trip and will be deleted as soon as the trip has finished.

Appendix 2 - Examples of inappropriate or unacceptable behaviour in relation to the Personal Relationships policy

Below are some examples of what would be considered unacceptable behaviour towards students, employees or third parties, which will not be tolerated and may lead to disciplinary action.

Please note that this is not an exhaustive list.

- Any form of unwelcome attention or advances of a romantic or sexual nature, in person or in writing (including electronic communication e.g. via text, email or social media)
- Physical contact e.g. touching shoulders, squeezing legs
- Use of sexually suggestive images and/or language
- Paying undue special attention to a particular student/employee, which may be seen as grooming or predatory behaviour
- Inviting an individual student to your private home or room without anyone else being present, or visiting their home or room, including while at conferences, overseas trips, or on placement.
- Asking a student to care for your child, or to house sit whilst on holidays, or perform any other personal services or work-related duties when they are not formally employed or engaged by The University of Manchester to do so.
- Coercion, i.e. attempts to persuade someone to do something – e.g. engage in intimacy, by use of force or threat, including the threat of something not being granted or being withdrawn
- Suggestion of a reward/privilege/an advantage, in return for sexual favours

Document control box	
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Related policies/procedures/guidance etc	Personal Relationships - Pro forma and Risk Assessment Data Protection Policy Disciplinary and Dismissal Procedure for Support Staff Dignity at Work and Study Policy Equality and Diversity Policy Safeguarding Policy Safeguarding Children Policy and Guidance Statute XIII Handy Guide - Register of Interests
Policy owner:	People Directorate
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