

SD42 PROCEDURE 7100.3

PERSONAL RELATIONSHIPS IN THE WORKPLACE

PURPOSE

The School District recognizes that employees may have personal relationships with other employees. The purpose of this procedure is to ensure such relationships do not create actual or perceived conflicts of interest, preferential or inequitable treatment, or risks to the integrity of workplace decision-making.

SCOPE

This procedure applies to all employees of the School District.

DEFINITIONS

Personal Relationships

- A relation between people, often characterized by emotional intimacy, trust, and mutual respect. These relationships can encompass various types of connections including romantic, familial, or platonic relationships involving ongoing communication and involve a desire to meet other's needs and well-being. Familial relationships include: a spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-law, or other familial relationship established by blood, marriage, legal arrangement, or who permanently reside together.

Direct and Indirect Reporting Relationships

- A direct reporting relationship is a relationship where an employee reports directly to a manager or supervisor. This means the manager has the authority to assign tasks, provide performance feedback, and make decisions that impact the employee's work.
- An indirect reporting relationship exists when an employee is not directly supervised by a person but is subject to that person's authority, influence, or decision-making through one or more levels of management who could exercise influence in relation to their employment with the School District.

PROCEDURES

1. Disclosure

Employees involved in a personal relationship that may create an actual or perceived conflict of interest, supervisory concern, or workplace risk shall disclose the relationship to their supervisor.

Disclosure shall occur as soon as reasonably practicable after the relationship begins or when workplace circumstances change (e.g., a reorganization occurs resulting in an employee's spouse becoming their immediate supervisor).

Employees who disclose relationships in good faith will not be subject to reprisal.

2. Direct and Indirect Supervisory Reporting Relationships

Employees involved in a personal relationship with another employee shall not be placed (or place themselves) in situations where one employee has direct or indirect authority and/or influence over:

- a. hiring;

- b. supervision;
- c. employee relations concerns related to workplace behaviours, performance issues, and related evaluations;
- d. workplace investigations;
- e. corrective action or discipline;
- f. accommodation matters;
- g. compensation and benefits;
- h. promotions;
- i. scheduling; or
- j. other Human Resources processes where impartial decision-making is important; and
- k. significant employment decisions affecting another employee with whom they have a personal relationship.

Where such circumstances exist, the School District may modify reporting relationships, reassign responsibilities, or implement other measures to ensure impartiality.

3. Workplace Expectations

Employees are expected to maintain professional conduct in the workplace regardless of personal relationships.

Personal relationships shall not:

- a. interfere with workplace operations;
- b. affect professional judgment;
- c. result in actual or perceived preferential treatment;
- d. compromise confidentiality; or
- e. negatively impact the work environment.

4. Assessment and Mitigation

Supervisors who become aware of a personal relationship that may affect the workplace shall consult with Human Resources.

Appropriate mitigation measures may include:

- a. reassignment of supervisory responsibilities;
- b. changes to reporting structures;
- c. redistribution of duties;
- d. enhanced oversight of employment-related decisions; or
- e. other measures necessary to protect the interests of the School District.

5. Exceptions

The Superintendent may approve exceptions where appropriate safeguards are in place and where the relationship does not create undue risk to the School District.

6. Confidentiality

Information disclosed under this procedure shall be treated respectfully and confidentially, subject to operational requirements and applicable legislation.

Also see: Conflict of Interest procedure for further information and definition of conflict of interest for employees.

APPROVED: September 8, 2026