



**PERSONAL RELATIONSHIPS AT WORK POLICY**

**JANUARY 2024**

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## 1. PURPOSE

- 1.1 The purpose of this policy is to set the Company's approach to personal relationships at work and its expectations of employees who have or develop a close personal relationship at work.
- 1.2 For the purposes of this policy a close personal relationship is defined as one between employees who work together in the same team or section and who, for example (this is a non-exhaustive list):
- are married or civil partners;
  - are co-habiting or dating;
  - are immediate family members, e.g. father, mother, brother, sister, son or daughter (this is a non-exhaustive list and includes both blood and non- blood relations, e.g. 'step' relations); or
  - could be regarded as having a familial or close personal relationship.

## 2. SCOPE

- 2.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, with the exception of Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water and Anglian Water Business (National)).

## 3. STATUS

- 3.1 This policy and guidelines are subject to regular review by the Company and are updated as appropriate.

## 4. POLICY OWNER

- 4.1 Head of Employee Relations.

## 5. POLICY

- 5.1 While the Company does not wish to establish a moral position on relationships at work or intrude into the private lives of employees, it recognises the potential for real or perceived conflicts of interest when employees have or develop close personal relationships with each other, e.g. where an employee is in a position to:
- appoint to a job;
  - authorise PDRs, expenses or other payments to someone with whom they have a close personal relationship or friendship outside work (these examples are not exhaustive);
  - share personal, confidential information about someone with whom they have a close personal relationship or friendship outside work; and/or
  - make a decision at a formal meeting (e.g. Attendance Support meeting or Disciplinary meeting) that may impact an employee's pay.
- 5.2. The aim of this policy is to protect the Company and its employees by ensuring that all employees comply with the [Dignity at Work Policy](#) and behave in an appropriate and professional manner at work, and that those employees involved in a close personal relationship avoid situations that could give the impression that a decision or action, made by an employee, was biased due to a close personal relationship.

## 6. PRINCIPLES

- 6.1 To support this policy, the following principles have been devised and apply to all employees regardless of their job or level of seniority:
- Employees must not directly line-manage any one with whom they have a close personal relationship. Where this is unavoidable, e.g. where employees are in current/have long standing personal relationships, employees must change delegated authorities and/or remove themselves from all decisions related to pay, expenses claims or appraisal. Where a new close personal relationship develops between a line manager and a member of their team, both employees involved must declare the close personal relationship to the line manager's manager and must change delegated authorities and/or remove themselves from all decisions related to pay, expenses claims or appraisal. Failure to declare a new close personal relationship of this nature will be treated as a potential disciplinary issue.
  - Employees and external candidates applying for vacant positions must declare a close personal relationship to the Hiring Manager. No employee will suffer a disproportionate impact for declaring a close personal relationship.
  - Hiring Managers must not promote, shortlist, interview or appoint candidates (internal or external) with whom they have a close personal relationship, i.e. Hiring Managers are expected to remove themselves from the recruitment process in these circumstances.
  - Employees are responsible for ensuring that any close personal relationships with other employees in the same section/team do not affect their work or the work of the section/team. Where issues arise and impact the workplace, employees are expected to cooperate fully in order to resolve these.
  - Where personal relationships affect, or appear to affect the service, section/team, the Company reserves the right to relocate one or both employees to resolve this.

## 7. CONTRACTOR, CLIENT, CUSTOMER AND SUPPLIER RELATIONSHIPS

- 7.1 The principles expressed in this policy apply equally to employees who have a close personal relationship with an Anglian Water Alliance Partner, contractor, client or supplier or a friendship with the potential to create a conflict of interest. This means that employees must:
- Declare any close personal relationship/friendship to their Line Manager.
  - Remove themselves from any involvement in any decisions regarding contracts or service delivery (particularly the selection process) or any payments to a member of an Alliance Partner company, contractor, client or supplier with whom they have a close personal relationship/friendship.
- 7.2 Equally, employees are expected to declare a close personal relationship or friendship with a customer if there is a potential to create a conflict of interest.
- 7.3 In addition, where the relationship involves an external third party (e.g. a supplier, Alliance Partner or contractor), the Line Manager must advise the relevant line manager in the external business and agree how our mutual interests should be protected. The Line Manager must satisfy themselves that the necessary steps have been taken to protect the interests of the Company.

**8. RECORDS**

8.1 Information declared about close personal relationships will be held in accordance with the Company's Data Retention [Policy](#).

**9. FURTHER ASSISTANCE**

Please contact your Employee Relations Manager for further assistance. Details of the areas covered by each Employee Relations Manager can be accessed [here](#).

**LAST REVIEWED**

January 2024