



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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**BISHOP GROSSETESTE UNIVERSITY**  
**NEPOTISM AND PERSONAL RELATIONSHIPS POLICY**

Bishop Grosseteste University recognises that within the University community there are individuals of the same family or those who have a personal relationship. While it does not wish to interfere with these personal or family relationships, it is necessary for the University to ensure that all employees behave in an appropriate and professional manner at work.

This policy is only intended to apply to potential conflicts of interest between line Managers and employees or potential employees.

To avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, to those related by blood or marriage, membership in the same household, including domestic partners, or those with whom employees have a personal relationship. Direct benefits include initial employment, promotion, salary, performance appraisals, work assignments or other working conditions.

Any employee who develops a close personal relationship with a colleague working in the same department must declare the relationship to his/her manager. If the relationship is between a manager/supervisor and an employee whom he/she supervises, the relationship should be declared to a senior manager or HR. The information declared will be recorded on the personal files of both employees and treated in strict confidence. If there is a conflict or potential conflict of interest, in which an employee has managerial authority over another, the University reserves the right to elect to transfer one or both of the employees involved in the relationship to a job in another department. In these circumstances, the University will consult both of the employees and seek to reach a satisfactory agreement regarding the transfer of one or both of them.

In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.

This policy applies to all types of employment, including short – term, casual and hourly paid employees.

Both employees involved are individually responsible for disclosure. Once reported the University reserves the right to take appropriate action which may involve transferring line management responsibility. Failure to report such a relationship will be regarded as a serious lapse of judgement.