**WORKPLACE ROMANCE POLICIES**

**GUIDELINES FOR EMPLOYEE RELATIONSHIPS**

To maintain fairness and minimize potential conflicts of interest, [EMPLOYER'S NAME] has established the following policy regarding workplace relationships:

* [Option 1: All romantic or dating relationships between employees are prohibited.]
* [Option 2: Romantic or dating relationships are prohibited between any employee and a manager or supervisor who directly supervises or has influence over the employee’s terms or conditions of employment (e.g., promotion, termination, discipline, compensation).]
* [Option 3: Romantic or dating relationships are prohibited between employees within the same [department/unit/[OTHER SUBDIVISION]]. A [department/unit/[OTHER SUBDIVISION]] refers to a group of employees reporting directly to the same supervisor/[APPLICABLE DEFINITION].]
* [Option 4: Romantic or dating relationships between employees are permitted only under the conditions set forth by this policy, ensuring no impact on supervision, fairness, or workplace dynamics.]

[EMPLOYER'S NAME] retains the right to address workplace relationships that could potentially affect business operations, employee morale, or compliance with company policies.

This policy aligns with applicable state laws, including those in Maine, to ensure compliance and fairness in workplace relationship management.

**PREVIOUS WORKPLACE RELATIONSHIPS**

[Where feasible,/To the extent possible,] a supervisor or manager who has previously engaged in a romantic or dating relationship with a subordinate or any employee whose terms and conditions of employment they may influence will be excluded from decisions regarding that individual's:

* Promotions.
* Pay raises.
* Terminations.
* Other terms and conditions of employment.

This ensures fairness and reduces potential conflicts of interest in workplace decisions.

**POLICY PROTOCOLS AND CONSEQUENCES**

All employees engaged in a romantic or dating relationship must notify [Human Resources/[OTHER DEPARTMENT]] promptly to ensure compliance with this policy.

Mandatory acknowledgment

Employees involved in a workplace relationship covered by this policy may be required to sign a document affirming that their relationship is entirely consensual and free from coercion and harassment.

Transfer or termination

At [EMPLOYER'S NAME]'s discretion, and in addition to or instead of demotion, one of the individuals involved in the relationship may face transfer or termination of employment to resolve the conflict of interest.

If transfer or termination is deemed necessary, [EMPLOYER'S NAME] will, to the extent possible, allow the individuals involved to decide which party will be subject to the change in employment status.

If the individuals are unable or unwilling to decide, [EMPLOYER'S NAME] will make the determination.

Violations of policy

Employees who fail to disclose their romantic or dating relationship as required by this policy, or who otherwise violate the policy, may face disciplinary action, up to and including termination of employment.

**PROFESSIONALISM**

All employees are required to maintain professionalism in the workplace at all times.

General expectations

Employees must treat colleagues with respect and ensure their conduct does not disrupt the professional work environment. [This includes refraining from behavior that could make others uncomfortable, such as overt physical displays of affection, using sexual language, or engaging in inappropriate conduct stemming from workplace relationships.]

Standards for management personnel

Managers and supervisors are expected to set a high standard of professional conduct, both during work hours and at any events sponsored by [EMPLOYER'S NAME].

Management personnel must avoid social interactions with subordinates that could be perceived as inappropriate, including but not limited to unwanted flirting, touching, or any other conduct that may be interpreted as sexual harassment.

By adhering to these guidelines, employees and management personnel contribute to a respectful and professional workplace environment.

**DISCRETION AND NON-DISCRIMINATION**

[EMPLOYER'S NAME] reserves the right to exercise discretion in the enforcement of this policy, ensuring decisions are made based on legitimate operational and business considerations.

All decisions under this policy will be carried out without discrimination on the basis of:

* Sex, race, color, religion, creed, age, national origin, or citizenship.
* Physical or mental disability, military service, or application for military service.
* Pregnancy, childbirth, or related medical conditions.
* [Other applicable protected classes as defined by relevant state laws.]
* Any other characteristic protected under federal, state, or local law.

[EMPLOYER'S NAME] remains committed to ensuring fair and equitable application of this policy in compliance with all applicable legal protections.

**CONFIDENTIALITY OF RELATIONSHIPS**

[EMPLOYER'S NAME] respects the privacy of its employees and recognizes that personal relationships can be sensitive matters. However, employees engaged in a workplace romantic or dating relationship are encouraged to exercise discretion and professionalism to ensure that their relationship does not become a topic of workplace gossip or create an uncomfortable environment for colleagues.

Employees are reminded that discussions about personal relationships should remain private and not occur during work hours or on company premises. [EMPLOYER'S NAME] reserves the right to address any situation where workplace dynamics are negatively impacted due to breaches of confidentiality or professionalism regarding personal relationships.

**APPLICABILITY TO COLLECTIVE BARGAINING AGREEMENTS**

The employment guidelines outlined in this policy are designed to complement, not replace, amend, or override, any provisions stated in a collective bargaining agreement between [EMPLOYER'S NAME] and a union.

Employees should consult the specific terms of their collective bargaining agreement. If there is a discrepancy between this policy and the terms expressed in the applicable collective bargaining agreement, the collective bargaining agreement will take precedence and control.

[EMPLOYER'S NAME] is committed to ensuring that this policy aligns with the rights and terms established under collective bargaining agreements.

**CONDUCT NOT PROHIBITED BY THIS POLICY**

This policy is not intended to discourage or prevent employees from participating in [legally protected activities/activities protected under state or federal law, including those outlined in the National Labor Relations Act]. Examples of such activities include:

* Discussing wages, benefits, or terms and conditions of employment.
* Forming, joining, or supporting labor unions.
* Bargaining collectively through representatives of their choosing.
* Raising concerns or complaints about workplace conditions for mutual aid or protection.
* Engaging in legally mandated activities.

[EMPLOYER'S NAME] supports employees’ rights to participate in these protected activities without fear of reprisal.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and reviewed a copy of [EMPLOYER'S NAME]’s [NAME OF POLICY]. I understand that it is my responsibility to familiarize myself with the policy and adhere to its terms.

I also acknowledge that this policy is not intended to create an employment contract or alter my at-will employment status, unless otherwise specified in a written agreement signed by an authorized representative of [EMPLOYER'S NAME]. Any delay or failure by [EMPLOYER'S NAME] to enforce the provisions of this policy does not constitute a waiver of its rights to enforce them in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date