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Personal Relationship in the Workplace Policy Metanoia Institute

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Related policies
• Disciplinary Policy • Anti-Harassment & Anti-Bullying Policy • Whistleblowing Policy • Dignity at Work Policy • Sexual Harassment Policy
External Reference

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Metanoia Institute Personal Relationship in the Workplace Policy

1. Policy Statement:

It is necessary for the Institute to ensure that all employees behave in an appropriate and professional manner at work. The following principles have therefore been devised and apply to all employees regardless of their job or level of seniority.

Any employee who is involved in a close personal relationship with a colleague, visiting tutor/trainer, client, or customer must not allow that relationship to influence his/her conduct while at work. It is expected that all staff act in a professional manner at all times. This rule applies during all working time, whether at the normal workplace or elsewhere. Any breach of this rule will be regarded as a serious disciplinary offence leading to disciplinary action up to and including dismissal.

2. Purpose:

The Institute values and relies upon the professional integrity of relationships between employees and in the employee/student relationship. In order that Institute business is conducted and perceived to be conducted in a professional and proper manner it is necessary to distinguish between, and take account of, personal relationships which overlap with professional ones. In the context of this document, a personal relationship is defined as:

- a family relationship,
- a business/commercial/financial relationship or
- a sexual/romantic relationship

3. Scope:

This Policy covers all employees of Metanoia Institute. It is intended to provide guidance in areas where personal relationships overlap with working relationships and to ensure that individual employees do not commit acts of impropriety, bias, abuse of authority or conflict of interest and do not lay themselves open to allegations that they have done so.

4. Roles and Responsibilities:

Metanoia Managers: are responsible for ensuring that the process is followed and where appropriate refer to Metanoia People Team to guarantee that all matters are resolved promptly and fairly.

All staff are advised to familiarize themselves with this policy and the appropriate Metanoia Policies. Any issues related to this policy, please contact hr@metanoia.ac.uk

Metanoia People and Culture department are responsible for ensuring that any grievance raised is acknowledged and investigated promptly, fairly, consistently, and without unreasonable delay. It will carry out necessary investigations, meet with the employee to discuss their grievance, and inform them of the outcome.

5. Relationship Between Employee and Students:

Metanoia Institute believes that the professional relationship between a student and an employee is vital to a student's educational development and affirms that the teaching relationship is based on trust, confidence and dependency. In this context a professional relationship is defined as one where there is an assessing, supervising, tutoring, teaching or pastoral role or a role providing administrative or technical support. Students are entitled to equal treatment. Therefore, any personal relationship between an employee and a student is prohibited.

Employees are prohibited from entering a sexual/romantic relationship with a student. Furthermore, employees are prohibited to enter a business, commercial or financial relationship with a student which could compromise, or could be perceived to compromise, the objectivity and professional standing of the teaching relationship.

The Institutes recognizes, however, that such relationships may exist when an employee is appointed or when a student enrolls, where an employee has a professional role in relation to a student with whom (s)he has a personal relationship, it is the responsibility of the employee to inform their line manager in order that alternative teaching, tutoring or assessment arrangements may be made.

Employees may seek guidance on the implementation of this Code, on a confidential basis, from the Human Resources Department. Students may seek guidance on the implementation of the Code on a confidential basis from the relevant Program Leader.

6. Relationship Between Employees:

Although the existence of a personal relationship between employees does not in itself constitute a bar to the employment or promotion of either party, employees should declare to their line manager any personal relationships which may give rise to a real or perceived conflict of interest, trust or breach of confidentiality. If the relationship is between a manager/supervisor and an employee whom he/she supervises, the relationship should be declared to a senior manager. The information declared will be recorded on the personal files of both employees and treated in strict confidence.

Where a personal relationship exists or develops between employees who are in a line management or supervisory relationship at work, they must not be involved in recruitment, selection, appraisal, and promotion or in any other management activity or process involving the other party e.g. the authorization of any financial payments/decisions relating to financial matters such as timesheets, fee payments, expense claims, salary changes or allocation of external funding for a member of staff with whom they have a declared personal relationship.

In order to avoid a situation in which an employee has managerial authority over another with whom he/she is having a close personal relationship; the Institute reserves the right to elect to transfer one or both of the employees involved in the relationship to a job in another department/section. In these circumstances, the organization will consult both employees and seek to reach a satisfactory agreement regarding the transfer of one or both.

7. Declaration of Personal Relationships where they Overlap with Professionals Roles:

- Employees who are uncertain about whether they should act regarding a personal relationship, are invited to seek guidance in confidence, from the Human Resources Department.
- A case whereby any personal relationship, as defined within this code, is not declared and results in an unfair advantage or disadvantage to either of the parties to the relationship (be they an employee or a student), will be considered a serious matter and may lead to disciplinary action.
- While not a bar to employment with Metanoia Institute, applicants for employment will be asked to declare any personal relationship with existing employees, students, or members of Boards of Trustees.

8. Monitoring and Review:

The effectiveness of this policy will be reviewed every second year, and the policy will be amended from time to time as changes in legislation and company policy occur.

All staff are advised to familiarize themselves with this policy and the appropriate Metanoia Policies. Any issues related to this policy, please contact hr@metanoia.ac.uk