

## **Personal Relationships in the Workplace Policy**

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While the foundation does not wish to intrude into the private lives of employees, we recognize the increased potential for conflicts of interest, appearance of favoritism and risk of claims of sexual harassment when employees develop close personal relationships with each other. In order to protect the foundation and its employees, this policy provides directions on how to manage situations when foundation employees develop close personal relationships with each other. For purposes of this policy, a *personal relationship* is a relationship of a romantic or intimate nature or of a character that it could result in an allegation of conflict of interest or inappropriate behavior. An employee engaged in a personal relationship with another employee with whom he or she shares either a direct or indirect supervisory role should promptly disclose the relationship to the Foundation's General Counsel, Ethics and Employment Counsel or Human Resources. Err on the side of disclosure as openness helps to avoid future misunderstandings. The Foundation will work with the employees involved to determine whether it is appropriate and possible to adjust reporting or working relationships or whether other changes or actions are necessary.

<b>Category:</b>	Foundation-Wide Policy	<b>Subject:</b>	Personal Relationships in the Workplace	<b>Date Revised:</b>	October 2008
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