

## **CALHOUN COUNTY EMPLOYEE DATING POLICY**

### **Objective**

Calhoun County strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. In the interest of maintaining a professional atmosphere, Calhoun County discourages personal romantic relationships among personnel. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their position of authority, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

### **Scope**

All Calhoun County personnel and representatives, regardless of whether the person is hired, elected, or appointed; is paid or unpaid; or otherwise represents Calhoun County in any capacity falls under this policy.

### **Definitions**

For the purpose of this policy, the definition of "employee dating" includes: relations between spouses, ex-spouses, fiancés, persons in dating relationships, domestic partners, unmarried cohabitants, and employees in consensual romantic and/or sexual relationships. Calhoun County explicitly prohibits non-consensual relationships.

This policy applies to all personnel and representatives regardless of gender, sexual orientation, or other protected characteristics.

### **Procedures**

1. Personal relationships between employees outside of work can often have an adverse effect on a working environment. Uncomfortable strain, allegations of sexual harassment, and other workplace distractions are all potential negative side effects of employee dating. Employees who allow employee dating to disrupt or adversely affect the work environment may be subject to Calhoun County's disciplinary policy up to or including a change in scope of job duties or termination.
2. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with other

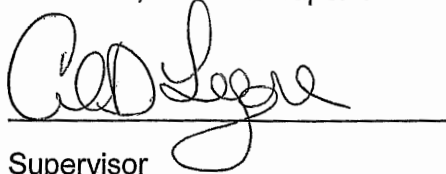
employees, operations, or overall productivity. In the event that a romantic or sexual relationship exists, the following activities are strictly prohibited:

- a. Dating activities during county time, county activities, or on county property. Professional courtesy and behaviors should extend to nonworking time at county activities or on county property, such as lunches, breaks and before or after work.
  - b. Use of county property to arrange dating activities.
  - c. Engaging in physical contact that would be deemed inappropriate by a reasonable person while anywhere on county premises, whether during working hours or not. Hand holding, kissing, inappropriate touching, sexual comments, arguing, and other behavior generally associated with a dating or romantic relationship are examples of unacceptable behaviors.
  - d. Discussion of intimate details of relationship with other co-workers.
  - e. Failure to disclose to management or supervisory entity a personal relationship with another employee.
3. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. However, due to the scope of authority and influence of managers, romantic or sexual relationships between supervisors and subordinates is strictly prohibited. If such a relationship should develop, the relationship must be disclosed to management or supervisory entity as soon as possible.
  4. If an employee dating relationship interferes with the ability to perform job duties, leads to a breach of professional standards or inappropriate behavior, or occurs between a supervisor and subordinate, one or both of the personnel involved may be subject to relocation of duties, a change in scope of job duties, or discipline up to and including termination.
  5. If an employee dating relationship should end, an employee must maintain professionalism, refrain from gossip or disclosure of relationship details, and prevent disruption of another's ability to perform work. Difficulties in resolving conflicts should be addressed with management or Human Resources. Failure to cooperate with Calhoun County to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers may be deemed insubordination and result in disciplinary action up to and including termination.

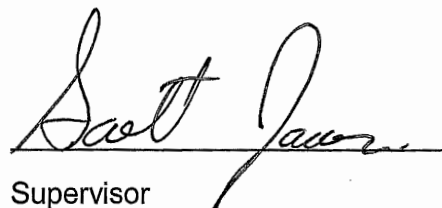
Approved by the Calhoun County Board of Supervisors this 16th day of April, 2019



Chairman, Board of Supervisors



Supervisor



Supervisor