



# TOWN OF PINCHER CREEK POLICY



<b>Approved by:</b> Council	<b>Date:</b> January 25, 2021	<b>Policy Number:</b> 169-20
<b>Reference Motions:</b> 21-022	<b>Revision Date:</b> 2026	
<b>Title: WORKPLACE FRATERNIZATION POLICY</b>		

## **Policy Statement**

The Town of Pincher Creek is committed to creating and maintaining a work environment free from conflicts of interest, favouritism, and exploitation. All employees of the organization should be aware that entering into a consensual romantic relationship with another employee creates the potential for risk to both parties and the organization, especially in cases where one employee exercises direct supervision of the other consenting party. There is a strong potential for conflicts of interest and the perception of an unfair advantage.

## **Purpose**

The purpose of this policy is to prevent misunderstandings, actual and potential conflicts of interest, favouritism or perceptions of favouritism, sexual harassment claims, negative morale and other issues that may arise as a result of romantic relationships between employees. Town of Pincher Creek employees may date and develop friendships with other employees, both inside and outside of the workplace, so long as the relationships do not have a negative impact on their work, the work of others, the culture of teamwork, workplace productivity, and/or the harmonious work environment.

## **Definitions**

1. The following definitions are provided for the purpose of this policy:
  - 1.1 Consensual relationship: refers to dating, romantic, sexual, or marriage relationships willingly entered into by the parties.
  - 1.2 Direct supervision: includes but is not limited to overseeing, directing, managing, examining, grading, advising, supervising, evaluating, recommending, promoting, employing and other employment actions including directly determining salary or wages, disciplinary action including suspension, expulsion, and termination.

## **Prohibited Relationships**

2. Employees with the Town of Pincher Creek shall not engage in and is prohibited from consensual relationships with another employee when one employee has direct supervision with respect to the other.

- 2.1 In the event that a consensual relationship existed prior to the beginning of the period of direct supervision, or develops, or appears likely to develop, while an employee is or would be in a position of direct supervision over another employee, the employee exercising direct supervision is required to immediately report the relationship to his/her supervisor. Steps to avoid and/or terminate the position of direct supervision will be taken.
- 2.2 Avoidance or termination of direct supervision includes but is not limited to the subordinate employee not accepting such position; another appropriate employee assuming the position of direct supervision; the transfer of the subordinate employee to another position not directly supervised by the other involved party.

### **Discouraged Relationships**

3. Consensual relationships between Town of Pincher Creek employees are strongly discouraged due to the potential for apparent and actual conflicts of interest.
  - 3.1 Should consensual relationships arise between Town of Pincher Creek employees, they must be disclosed and managed as indicated below.
  - 3.2 In instances where there is no position of direct supervision, an employee who engages in a romantic or sexual relationship with another employee must promptly disclose the existence of the relationship to his/her immediate supervisor if there is a reasonable possibility that a conflict of interest may arise.
  - 3.3 Relationships where a conflict of interest exists, or is likely to arise, are prohibited.
4. Upon disclosure of a relationship between two Town of Pincher Creek employees:
  - 4.1 The Director and Chief Administrative Officer will evaluate the situation to determine if a conflict of interest exists or if one is likely to arise and will develop a management plan accordingly.
  - 4.2 Employees have a professional and ethical responsibility to remove themselves from any decisions that may reward or penalize the other employee involved and otherwise comply with the management plan.
  - 4.3 Chief Administrative Officer fraternization reverts to Council control.

### **Consequences of Violations**

5. Failure to comply with this policy will be addressed as follows:
  - 5.1 The Town of Pincher Creek will determine the consequences of failure to comply with this policy, including discipline up to and including termination. Consequences will be based on the facts and circumstances of each instance.
  - 5.2 The Town of Pincher Creek will also take disciplinary action against any manager, supervisor or employee who makes false allegations of unreported consensual relationships.
6. End of Policy