

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations.

## Relationships

The Company does appreciate how personal relationships can form at work, but such relationships should not present a difficulty. Personal relationships at work can often add positivity to the organisation, and that is why the Company promotes employees to make the Company aware of any personal relationships which the employee is party to.

Personal relationships at work must be declared when the relationship is entered into. All employees are included in making this declaration, however it is expected that senior employees seek guidance when thinking of starting a personal relationship with another employee of the Company.

When we use the phrase "personal relationship" in this policy we mean any emotional or romantic relationship which goes beyond the normally accepted boundaries of the professional sphere between colleagues. This will include formal, family relationships (for example, where people are married or living together). It will also include less formal situations (for example, where the parties consider that they are "seeing each other" or "going out together").

This definition is not intended to be exhaustive. Given the sensitive nature of personal relationships, all staff are required to use common sense in assessing whether or not this policy is relevant to them. If any person is unsure whether this policy applies to their circumstances, they should speak to their line manager in confidence about their situation.

This definition includes all personal **relationships** between any member of staff, regardless of whether those involved **work** in the same team, department, division or office, or at the same site.

The Company does not want to disturb any personal relationships at work, however it is part of the Company's duty to its employees that no individuals employed by the Company behave inappropriately, or cause damage to the Company's reputation. This policy is non-contractual in its effect and does not form part of normal terms and conditions of employment, unless otherwise stated in your contract of employment.

### 1. Purpose

The Company wants to protect its employees at all times during their employment where possible. If employees don't inform the Company of any personal relationships which they are party to, this could put the employee at risk. If employees are not open and honest about their personal relationships at work, arguments of favoritism, conflict of interest can be made against them. The Company hopes that this policy will avoid accusations and any possible conflict of interest, if employees follow the provisions and guidance accordingly.

Relationships at work will be sensitively addressed; however the Company must be made aware of any relationships in order to do so.

### 2. At Work

Once the Company is aware of a personal relationship at work, **only if necessary**, appropriate actions shall be made. Factors to consider when taking any action are, but not limited to, the following:

- Make alternative management arrangements
- Review arranged shift or working patterns and annual leave requirements
- Any potential conflict of interest and confidentiality issues
- Any impacts on the perceptions and employee relations within the employees team(s)
- If establishment or locations to move a team may be necessary

This list is not exhaustive.

Employees must consider their own conduct at work, and that is must remain professional at all times during working hours, and when they enter and leave the Company's premises. Inappropriate behaviour is not acceptable, **at all**. Any personal relationship at work should not have an effect upon employees conduct or work.

### 3. Management Guidelines

Where a manager becomes aware that a member of their team is in a personal relationship with a colleague, they are required to treat this sensitively and, as far as possible, in confidence.

Most personal relationships should not have a significant impact on the workplace or efficiency of work. However, managers need to recognise their responsibility to all team members and to the needs of the business.

No action should be taken simply because a staff member is in a personal relationship with a colleague. Only if there is an issue or risk as outlined above should action be considered.

Managers will know that they must not discriminate against staff on various protected grounds. They should particularly consider the characteristics of sex, sexual orientation and age before taking any action as a result of a personal relationship. For example, it should not be assumed that the more junior person in a couple will be transferred out of a team, as this could be indirectly discriminatory.

Managers should be aware that conduct directed towards a colleague for personal reasons may be unwanted and that, in some circumstances, this could amount to unlawful harassment for which the employer could be liable. We will take any grievances (formal or informal) very seriously and investigate these without delay. Managers should escalate any complaints of this nature to HR as soon as possible.

Any information regarding personal relationships is confidential and likely to be protected under data protection laws. Managers are reminded about their data protection obligations under the law and our Data Protection Policy, including ensuring the security of such information.

Managers are also reminded that we have a duty to protect the health and safety of our staff and that this includes mental health. If a manager has concerns regarding

the health impact of a personal relationship on a member of staff they should bring this to the attention of HR without delay.

Given the highly sensitive nature of personal relationships, managers should seek the assistance of HR before dealing with any issues which may arise. They should also ensure that a formal note is taken of any meetings to discuss personal relationships.

#### **4. Breakdowns**

If a relationship at work breaks down and ends employees must be careful to ensure that their personal feelings do not influence their working relationship with the individual who they were in a personal relationship with. If an employee feels that due to the relationship ending their professional behaviour or actions could be any way negatively influenced, this must be brought to the Company's attention immediately. Employees must keep in mind at all times that any conduct or performance issues which arise may lead to disciplinary action.

#### **5. Recruitment and Selection**

The Company where possible will ensure that interviews and selection processes are not conducted by an employee who is in a personal relationship with an applicant. Employees and prospective employees must make the Company aware of any personal relationships which involve the Company's existing or prospective workforce.

If an employee of the Company fails to declare their personal relationship status with a potential employee of the Company, the employee may be subject to disciplinary action. Employees of the Company must never act as a referee of a prospective employee.

#### **6. Discrimination, Harassment and other Policies**

All staff are reminded that they are subject to our policies on equality and diversity, discrimination and harassment, confidentiality and data protection and that breach of these policies may result in disciplinary action, up to and including dismissal.

We are committed to providing a workplace which is fair and equal. Nobody will be disadvantaged, discriminated against or otherwise subjected to a detriment because they are in a personal relationship. Any member of staff who has concerns about their treatment should raise this informally with their line manager in the first instance (if appropriate) or otherwise use the formal grievance procedure.

We will not tolerate any form of harassment of our staff and will take any allegations extremely seriously. Staff are reminded to consider their legal obligations towards colleagues. These may be especially pertinent at the beginning or end of a relationship, when professionalism and discretion will be particularly important.

Signed:

Position: Managing Director



Name: Neil Jones

Date: 30/07/2025