



## Workplace Relationships Policy July 2023

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### **POLICY STATEMENT:**

Helen & Joey Estate and Re'em Yarra Valley understand that from time-to-time team members may form a personal/sexual relationship with other team members.

This policy exists not to regulate team members' private lives, but to ensure that any sexual / partnership relationships are disclosed so that the business continues to run fairly and that all risks to the business are managed appropriately.

All team members are expected to comply with this policy as outlined below.

### **PROCEDURES:**

1. Any team member who enters into any type of sexual or intimate relationship with any other team member **must** disclose this to the business owner as soon as reasonably possible. This includes short-term or casual 'flings'.
2. This is critically important to ensure that all team members feel safe in the workplace. It also assists in ensuring any false claims of sexual harassment or other inappropriate conduct claims are minimised.
3. The Business Owner/Venue Manager will keep the information confidential, and the information will not be used for any reason other than to ensure the successful, fair, and consistent management of the business.
4. Any team member in a sexual or intimate relationship with another team member is not permitted to make allowances for, favor, or in any other way, treat the team member differently from any other member of staff.
5. For the comfort of all team members, Helen & Joey Estate and Re'em Yarra Valley discourages public displays of affection generally, however, these are expressly forbidden while on shift and/or in view of clients, stakeholders, customers, and guests.
6. Any type of sexual activity is forbidden at the workplace.



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7. There can be no direct reporting relationship between any team members in a sexual or intimate relationship due to the conflict of interest that may arise including loss of objectivity and unfair advantage. Should a sexual relationship develop between team members in a reporting relationship, the Business Owner/Venue Manager will take any necessary action which may include moving a person from a role and/or any other type of restructuring that is appropriate.

Any team member who fails to disclose any sexual or intimate relationship with another team member may be terminated for serious misconduct.