

	<b>POLICY</b>	
	<b>HR-113 Professional Relationships</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	February 6, 2017	December, 1 2020

## Policy

RCMSAR is committed to providing a work environment as free as possible from conflicts of interest, favoritism, and exploitation. For this reason, all personnel, consensual romantic relationship are discouraged in situations where one of the parties exercises direct supervision over the other. Should such relationships exist or develop the Station Leader or Manager Human Resources (MHR) is to be made aware. Controls will then be put in place and agreed to by the parties involved.

## Reason for Policy

The purpose of this policy is to prevent misunderstandings, actual or potential conflicts of interest, favoritism or perceptions of favoritism, sexual harassment claims, harm to morale and other issues that may arise due to a romantic relationships between two RCMSAR members.

## Guidelines

For purposes of this policy, the following terms are defined as follows:

**Consensual Relationship:** Means any dating, romantic, sexual, or marriage relationship willingly undertaken by the parties.

**Direct Supervision:** Includes, but is not limited to, overseeing, directing, examining, grading, advising, supervising, evaluating, recommending, promoting, employing and other actions including direct setting of salary or wages, as well as any disciplinary action including suspension, and termination.

**Personnel/Person/Individual:** All members

**Leadership/Supervisory Hierarchy:**

RMCSAR Corporate: Board Members, Chief Executive Officer, Management Team (Director/Manager), Volunteer Management Team, specialists, and non-supervisory staff.

RMCSAR Station(s): Station Leader, Deputy Station Leader, Training Officer, Coxswain, crew, and other volunteers.

For clarity on the water the Coxswain is the person that exercises supervision over all crew and any others who may be on board.

**Relationships Management:**

- a. RMCSAR members are discouraged from consensual relationships with another person whenever one person has direct supervision over the other.
- b. Should a consensual relationship exist prior to the beginning of the period of direct supervision, or develop, or appear likely to develop, the person exercising direct supervision shall immediately report such relationship to his or her immediate supervisor or station leader. If possible, from an operations perspective, steps to avoid and/or terminate the position of direct supervision shall be taken.
- c. Even when no position of direct supervision, an individual who engages in a romantic or sexual relationship with another person must promptly disclose the existence of the relationship to his or her immediate supervisor/station leader if there exists a reasonable possibility that a conflict of interest may arise.
- d. Once the relationship is disclosed, the immediate supervisor/station leader will evaluate the situation to determine whether an actual conflict of interest exists or is likely to arise in consultation with the MHR. A written management plan to address the potential conflict of interest will be developed and agreed to by those involved.