



## Hockey New Zealand Close Personal Relationships Policy

### Policy Statement

HNZ aims to have a legal, ethical and harmonious working environment where all people are treated with fairness, dignity, courtesy and respect.

HNZ personnel all have a responsibility to ensure that they act professionally and in the best interests of HNZ when performing their work duties (including players and coaches either in training, matches or on tour).

Close personal relationships that could give rise to a conflict of interest are relationships with people that extend outside of HNZ, where a reasonable person might perceive that there could be some bias, either positive or negative, resulting from that relationship.

The relationships covered by this Policy include:

- Immediate family (e.g. spouse, partner, siblings, children, step-children);
- Close relatives (e.g. aunts, uncles, cousins, nephews, nieces etc.);
- Past or present sexual partners; or
- Someone you are dating or have dated in the past.

These examples are not exhaustive so if you have any doubt about whether a relationship is a close personal relationship, you should disclose it.

### Purpose

In order to minimise the risk of conflicts of interest and promote fairness, Hockey New Zealand (HNZ) has a policy with respect to close personal relationships within the workplace. In our environment 'conflict of interest' is defined 'as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity'.

Close personal relationships, particularly those involving individuals with a position of influence, can give rise to actual, potential or perceived conflicts of interest (for example, in relation to selection decisions, remuneration and performance review processes, approval of expenditure and disciplinary processes).

This Policy is intended to avoid conflicts of interest and accusations of bias, favouritism or prejudice. It is also intended to ensure that employees, contractors and players feel confident of fair treatment without the fear that a close personal relationship will influence how they or others are treated.

### Scope

This policy applies to all HNZ personnel (including employees, contractors, players and coaches).

### Declaration

HNZ personnel must declare close personal relationships with other employees, contractors, coaches or players that may give rise to a conflict of interest to their Coach, Manager, People & Culture or the Chief

Executive immediately. In addition, HNZ personnel have an ongoing obligation to disclose any actual, potential or perceived conflicts of interest that may arise from a close personal relationship as soon as the conflict is identified.

Close personal relationships should be declared, and associated conflicts should be managed because they may:

- affect the trust and confidence of colleagues in relation to fair treatment
- affect an individual's ability to discuss issues openly within their team or with their people leader;
- affect the perceptions of employees, contractors, players and the public about professionalism and fairness;
- cause operational issues affecting the ability to deliver services effectively
- cause conflicting loyalties; and
- cause breaches of confidentiality. This could be deliberate but also inadvertent (e.g. leaving confidential documentation open on a computer screen or somewhere at home where it could be viewed).

Disclosure of a close personal relationship will be confidential between the individuals concerned and those within HNZ who need to know in order to appropriately manage actual, potential or perceived conflicts of interests (e.g. the Chief Executive, People & Culture or direct supervisors). The requirement for disclosure is to ensure that both parties confirm the relationship is consensual and to ensure that actual, potential or perceived conflicts of interest can be appropriately managed.

#### **Guidelines for conduct when in a close personal relationship**

It is not acceptable for supervisors to continue to supervise an employee who reports directly to him or her where there is a close personal relationship, unless HNZ expressly approves this in writing (in which case, this may subject to conditions and ongoing obligations to ensure a conflict is managed). HNZ also strongly discourages forming close personal relationships when one party is in a significantly more senior position than the other, even in the absence of a direct reporting line. For the purposes of this policy, coaches are considered to be the supervisors of players and close personal relationships between coaches and players are not encouraged.

If a close personal relationship ends, both parties are expected to behave professionally towards each other in the office. HNZ may still need to ensure that there is appropriate guidance oversight of supervisory arrangements (for example, to mitigate against claims that employees have been treated less favourably/disadvantaged in their employment, as a result of the end of a close personal relationship).

If you and the person you are in a relationship with have contact on a regular basis, keep your contact in the office or playing environment professional at all times.

- Avoid talking privately in corners or behind closed doors, making private jokes, and, above all, touching when at work or in the team environment
- Avoid being in the office outside of work hours alone together.

Any close personal relationship between two HNZ personnel will be kept separate from the work or playing environment. HNZ will not tolerate sexual encounters and sexual behaviour in these places.

#### **Breach of Policy**

Any breach of this Policy will be taken seriously and could result in termination of employment of the HNZ personnel concerned.

HNZ personnel in a close personal relationship within the workplace or a team environment are expected to be familiar with HNZ's Harassment, Bullying and Discrimination Policy (which includes sexual harassment) and comply with it at all times, including after a relationship ends. It is important to note that behaviour can be sexual harassment where it is unwelcome, whether or not the person makes it known that they do not like the behaviour.

In some situations, behaviour may initially be based on mutual attraction but subsequently become unwelcome.