DIVISION OF SERVICES AND RESOURCES
HUMAN RESOURCES

THE UNIVERSITY OF ADELAIDE AUSTRALIA

CLOSE PERSONAL RELATIONSHIPS POLICY

Authorised By: This policy was approved by the Executive Director SSS. As from 1 January 2007 the VP(S&R) is responsible for this policy.

Date Authorised: 12/01/2006

Effective Date:	12/01/2006
Last Amendment Date:	12/01/2006
Review Due Date:	12/01/2008
TRIM File Number:	F. 1993/2678
Related Documents:	Staff Code of Conduct Conflict of Interest Policy and Guidelines
Implementation & Review:	Human Resources
Superseded Documents:	Nil

Any person who requires assistance in understanding any aspect of this document should contact Human Resources, ext. 35666.

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1 OVERVIEW

The University expects staff members to maintain the highest professional standards when fulfilling the duties associated with their position. This policy clarifies the obligation on staff to act appropriately when a conflict arises or could be seen to arise between their duty to the University and the interests of their family or someone in a close personal relationship with the staff member.

2 SCOPE

This policy applies to all staff.

3 DEFINITIONS

Close personal relationship is one which gives rise to a real or potential conflict of interest and includes relatives and financial relationships.
Relative means the spouse, parent or remoter linear ancestor, son, daughter or remoter issue, or brother or sister of the staff member.
Spouse includes a *de facto* spouse.
Student includes a person applying for entry as a student to the University.

Head means the Head of School or head of the organisational unit in which the relevant decision is being made: Where this policy requires disclosure to and action by a Head, but the relevant relationship is one involving the Head, the Head's next-in-line manager or supervisor has the responsibility to receive the disclosure and take appropriate action that would otherwise, under this policy, be taken by the Head. In the case of a Head of School, for example, the next-in-line manager is the Executive Dean. Equally, if the next-in-line manager has a close personal relationship covered by this policy, then their next-in-line manager has the responsibilities allocated to the Head under this

policy. In the case of an Executive Dean with a close personal relationship covered by this policy, this would be the Deputy Vice-Chancellor and Vice-President (Academic).

4 POLICY PRINCIPLES

4.1 Staff-student relationships

4.1.1 The University does not discriminate against relatives of, or people in a close personal relationship with, a member of staff, provided the requirements of this policy are met.

4.1.2 Where a staff member has a student relative, or is currently or recently involved in a close personal relationship with a student, that staff member must not take any part in any academic or administrative decision-making processes in respect of that student, including the following:

- selection for entry to the University
- selection for any undergraduate or postgraduate program offered by the University
- assessment procedures
- classification for honours
- selection for any scholarship or prize
- honours or postgraduate supervision.

4.1.3 It is the duty of a staff member to disclose to their Head any student relative or close personal relationship involving a student, as soon as the staff member becomes aware of the possibility that they might, if not for this policy, be involved in one of the processes listed at 4.1.2 above. The student may also disclose the relationship to the Head or, where relevant, the Head's next-in-line manager.

4.1.4 When a relative or close personal relationship conflict arises, arrangements for avoiding the staff member's involvement in the processes listed in 4.1.2 above must be approved by the Head.

4.1.5 If for any reason it does not appear feasible to avoid altogether the involvement in the process of the conflicted member of staff, the Head's next-in-line manager must formally approve the arrangement proposed by the Head before it is implemented.

4.1.6 Failure by a staff member to disclose a close personal relationship, coupled with participation in the processes listed in 4.1.2 above, may render the processes null and void, and can lead to disciplinary action on the grounds of misconduct, or serious misconduct.

4.2 Staff-staff relationships

4.2.1 The University does not discriminate in employment against relatives of, or people in a close personal relationship with, an existing member of staff, provided the requirements of this policy are met.

4.2.2 A staff member must not take any active part in any formal employment or academic assessment processes in respect of another staff member (or potential staff member) who is a relative of, or in a close personal relationship with, that staff member, including the following:

- recruitment and appointment
- tenure
- promotion
- reclassification
- termination

- staff development opportunities
- conditions of service
- planning and development review
- performance appraisal
- research grant assessment.

However, if requested to do so, that staff member may present views to the relevant committee.

4.2.3 When a Head is precluded under 4.2.2 above from participating in an appointment committee, the Head must not have access to the appointment applications except to the extent necessary to present views to the committee, and only if the committee itself requests those views.

4.2.4 It is the duty of a staff member to disclose to the Head any staff relative or close personal relationship involving another staff member, as soon as that staff member becomes aware of the possibility that they might, if not for this policy, be involved in one of the processes listed at 4.2.2 above in respect of the other staff member. If the staff member is a Head, they must disclose the relationship to their next-in-line manager, and make arrangements, approved by that manager, for the Deputy Head or other suitable person to act in their place.

5 RESPONSIBILITIES

Role	*Responsibility*
All staff	Make disclosures to their Head as soon as they become aware of the possibility of being involved in a decision-making process involving a student or staff member who is in a close personal relationship with the staff member: Not participate in any such decision-making process.
All Heads of School or organisational units	Receive disclosures of close personal relationships involving their staff. Make arrangements to avoid staff members in a close personal relationship with a student or other staff member being involved in decisions involving the student or other staff member.
Heads who are themselves involved in a close personal relationship	Make disclosures to their next-in-line managers as soon as they become aware of the possibility of being involved in a decision-making process involving a student or staff member who is in a close personal relationship with the Head. Not participate in any such decision-making process. Not have access to any appointment applications for a position where one of the applicants is in a close personal relationship with the Head, except when asked by the Appointment Committee in accord with para 4.2.3.
Next-in-line managers	Receive disclosures of close personal relationships from Heads in accord with this policy. Approve arrangements made by Heads for a decision-making process if it appears the person in the close personal relationship must unavoidably be involved in the decision-making. Make arrangements to avoid Heads in a close personal relationship with a student or other staff member being involved in decisions involving the student or other staff member.

Human Resources	Promote, administer, monitor, evaluate and report on this Policy. Provide appropriate management training for University staff. Provide professional advice on this policy.

6 COMMUNICATION

6.1 The General Manager, Human Resources is responsible for promulgating this Policy to all relevant staff.

6.2 This Policy will be available through the Human Resources website and University Policies website.