

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Dating and personal relationships among employees

The Citadel respects all employees' right to privacy and freedom to choose their personal relationships. The purpose of this policy is not to infringe on either. The purpose of the policy is to provide guidelines to minimize the adverse risk of preferential treatment, or the appearance thereof, that could arise from dating or other personal relationships among employees, especially between supervisors and subordinates.

Guidelines

- It is the expectation of The Citadel that mature discretion and sound judgment is exercised among employees who choose to date or have personal relationships with other employees. Personal relationships should not impact the productivity and professionalism in the workplace.
- Problems that arise from employee dating or personal relationships that impact workplace productivity and/or professionalism will be addressed based on the specifics of the individual situation and guidelines will be implemented to resolve the matter.
- Dating between a supervisor and subordinate are discouraged. Such relationships have shown to create the appearance/perception of preferential treatment for the involved parties and allegations of adverse treatment by non-involved employees. Further, the supervisor is subjecting himself or herself to sexual harassment claims, even in consensual relationships.
- Examples of dating relationships that create a conflict of interest include but are not limited to the following:
 - An employee who has direct or indirect authority over the other employee
 - An employee who is involved in evaluating the performance of, or making recommendations or determinations concerning compensation, promotion, discipline, or termination of, the other employee; or
 - An employee who has access to confidential or sensitive information that can impact the other employee's employment.
- Supervisors and subordinates who date are expected to comply with the following guidelines:
 - Notify the next higher level of management or Human Resources of the relationship
 - Participate in good faith efforts with management and Human Resources to develop an action plan to address concerns of impacted employees.
 - Comply with management decisions regarding transfer or movement to a position that eliminates the conflict of interest of the relationship.

The above referenced guidelines are equally applicable to all employees, regardless of marital status, sex, race, sexual orientation, or position in the company. Failure to comply with this policy may result in disciplinary action, up to and including termination.