



EC31

PERSONAL RELATIONSHIPS

EC31

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POLICY

1. The Delta Police Board (Board) recognizes that personal relationships may exist or develop between Delta Police Department (Department) employees and is committed to managing or eliminating conflicts of interest.
2. Employees are responsible for reporting personal relationships with another employee or a non-employee where a conflict of interest exists or may exist in accordance with ‘Procedures,’ pursuant to this Policy, provided by the Chief Constable.

REASON FOR POLICY

3. To effectively manage or eliminate conflicts of interest.

RELATED POLICIES

- EC11 – Conflict of Interest
- EC30 – Respectful Workplace



DEFINITIONS

4. For the purposes of this Policy, the following definitions will apply:

Conflict of Interest: an actual, perceived or potential conflict between an employee's private interests and their responsibilities or duties as a Department employee, in which the employee's private interests could improperly influence the performance of their work duties and responsibilities, including taking action or failing to take action, making a decision or failing to make a decision, based in whole or in part on the employee's private interests.

Personal Relationship: includes familial, business, financial, sexual, romantic, or intimate relationships (includes relationships that may be casual, periodic or regular and may or may not constitute a primary relationship).

Person in a Position of Authority: a person who has the actual or perceived ability, authority, or responsibility to direct, control, evaluate, or influence the work, workplace, or career of an employee (whether or not they are in a direct reporting relationship).

PROCEDURES

Responsibilities

5. Employees are responsible for recognizing if a personal relationship between employees or between an employee and a non-employee may constitute a conflict of interest.
6. Employees must not use their employment to grant preferential treatment or advantages to someone with whom they are in a personal relationship.
7. If a personal relationship that may constitute a conflict of interest is reported to or observed by the Superintendent i/c Administration Bureau (Superintendent), the Superintendent must carefully consider the relevant circumstances to assess the situation and manage or eliminate any conflicts of interest.
8. Exceptions to this Policy may be approved at the discretion of the Chief Constable, or the Chair of the Board as applicable, where conflicts of interest are effectively managed or eliminated.



Reporting

9. Any employee who becomes aware of a personal relationship that may constitute a conflict of interest must report the same to the Superintendent.
10. If a personal relationship involves the Superintendent or Deputy Chief, the matter must be reported to the Chief Constable.
11. If a personal relationship involves the Chief Constable, the matter must be reported to the Chair of the Board.

Personal Relationships Between Employees

12. Employees who have been, intend to be, or are in a personal relationship with another employee where a conflict of interest exists or may exist must report the relationship to a supervisor as soon as practicable, and the Superintendent is to be notified.
13. Circumstances which may constitute a conflict of interest between employees include but are not limited to:
 - a) employees in a personal relationship who work directly together (e.g., same section, platoon);
 - b) one employee is in a personal relationship with another employee who is of a higher rank or position of authority (e.g., Constable and Sergeant, Staff and Supervisor, trainee and trainer);
 - c) a potential power imbalance exists in which one employee in a personal relationship has or may be perceived to have influence in the workplace in relation to the other employee's career; or
 - d) any other circumstances where a conflict of interest reasonably exists.
14. Employees are responsible for recognizing that a power imbalance in the workplace may impede a junior employee's ability to resist or expressly indicate that certain conduct or requests are unwelcome (e.g., conduct of a sexual nature).
15. Employees involved in personal relationships shall not be placed and may not remain in an assignment where they will work directly with each other, except for in the following situations:



- a) call out;
 - b) additional staffing needs required over a short period of time; and
 - c) unique or special circumstances, approved by the Deputy Chief.
16. No employee may be appointed or placed in a position of authority over an employee with whom they are in a personal relationship, or participate in any evaluation procedure, complaint process, or disciplinary matter involving that employee.
17. If an employee with security access to employee records is in a personal relationship with another employee, they shall not have access to and are prohibited from accessing the other employee's records.
18. If a personal relationship involves two employees where one is of a higher rank or is in a position of authority, the Superintendent must consult with the Chief Constable for further direction.

Personal Relationships with Non-Employees

19. Employees who have been, intend to be, or are in a personal relationship with a non-employee where a conflict of interest exists or may exist must report the relationship to a supervisor as soon as practicable, and the Superintendent is to be notified.
20. Circumstances which may constitute a conflict of interest between an employee and a non-employee include but are not limited to:
- a) the non-employee is an applicant and the employee participates in recruitment processes;
 - b) the employee is being seconded to a unit within another agency, and they have a personal relationship with a non-employee who works in that unit or at that agency;
 - c) the non-employee is providing services to the Department and the employee has a personal relationship with the non-employee in which they may derive an advantage or profit from the non-employee's services to the Department; or
 - d) the personal relationship may adversely affect, or has the potential to adversely affect, Department operations, investigations,



information, or other employees, or bring discredit upon the Department.

21. The Superintendent has the authority to require an employee to undergo an additional background investigation if they are made aware of a personal relationship between an employee and a non-employee as described in Section 20(d), which may result in termination of employment if the risk cannot be sufficiently managed.
22. The Superintendent may consider an applicant for employment if they are in a personal relationship with an employee, if the applicant meets the required qualifications, the employee is not involved in the recruitment process, and any conflict of interest is effectively managed or eliminated.

Confidentiality

23. Information related to employee personal relationships may only be disclosed to the extent required for the purposes of this Policy or as otherwise required by law.

*Revised Dates:
20 September 2017
24 November 2022