

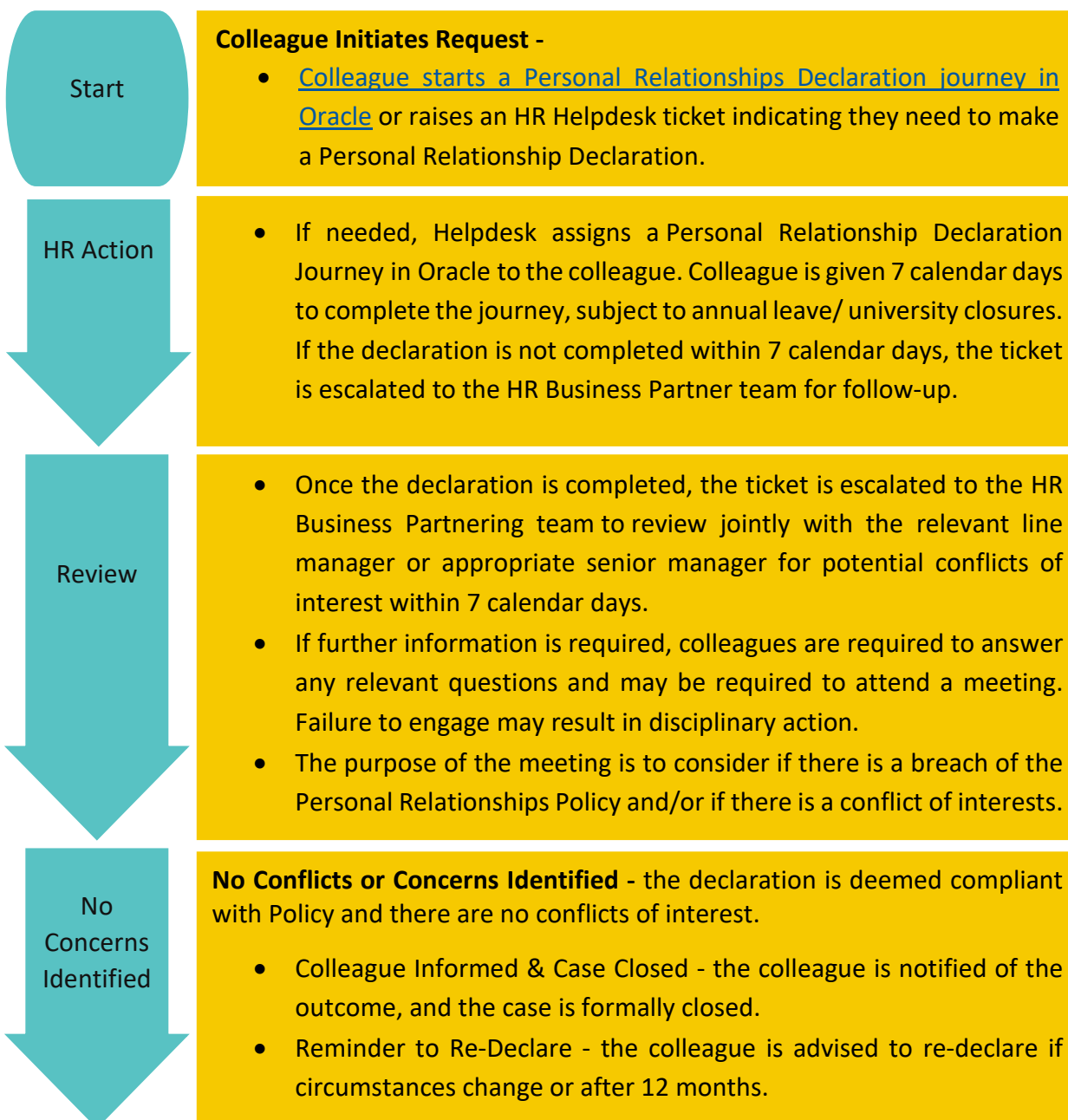


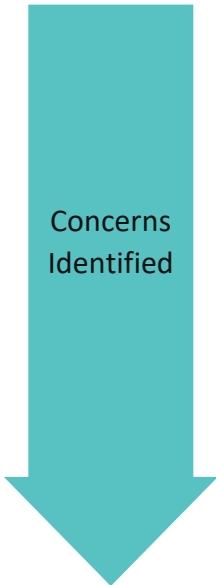
Introduction

The University of Salford recognises the importance of promoting and preserving the integrity of professional relationships between colleagues as well as with students, and third parties.

In order to carry out university teaching and business in a professional manner, it is necessary to distinguish when personal relationships overlap with professional ones. This document should be read in conjunction with the Personal Relationships Policy and is designed to provide an overview of the steps to be taken when a personal relationship is disclosed.

Personal Relationships Disclosure Procedure





Concerns Identified

Conflict of interest, Concerns or Breach of Policy Identified -

Further detailed information on managing risks and accessing support can be found below.

- Assessment of Mitigation Options - can the issue be easily resolved by changing line management or work location?
- Consider Policy Compliance - is the relationship or situation explicitly prohibited by policy?
- Consider Disciplinary Action - if the conflict breaches policy, assess whether disciplinary action is appropriate.
- Communicate Outcome - the colleague is invited to a meeting to be informed of the outcome of the review and any required actions.

Failure to Declare

If a personal relationship has not been declared, this may be deemed as a serious conduct breach. Therefore, an initial fact-finding investigation will be conducted in line with the University's Disciplinary policy by the line manager or an appropriate senior manager, with support from HR.

Any fact-finding investigation must be initiated and conducted promptly, without undue delay; and within a reasonable and clearly defined timeframe to ensure fairness to all parties concerned.

Where the colleague provides a reasonable explanation for the oversight or misunderstanding, and there is no associated risk or policy breach, they may be issued with an aide-memoire and reminded of their obligation to declare such relationships and ensure future compliance.

However, if the fact-finding process identifies potential risks, unclear intent, intentional non-disclosure or a serious breach of the Personal Relationships Policy, the matter will be escalated to a formal investigation under the University's Disciplinary Policy.

During the review, temporary measures, such as changes to duties or supervision, may be considered to manage any immediate concerns.

Data and Records

A copy of the disclosure and any subsequent actions to mitigate conflicts of interest will be kept securely on the colleague's personnel record. All data will be stored and managed in line with the University's GDPR policy.