

## **LEIDEN UNIVERSITY CODE OF CONDUCT REGARDING RELATIONSHIPS IN THE WORKPLACE**

### **Preamble**

This code of conduct pertains to the University's policy regarding relationships in the workplace. This code of conduct aims to prevent a romantic relationship from having negative consequences for the atmosphere in the workplace and for the work activities themselves. It is, of course, always possible for colleagues to become romantically involved with one another. The University's policy does not aim to forbid such relationships but to guard against possible complications with respect to work activities and relations. A relationship between employees may, for instance, lead to a conflict of interest or to illegal sharing of confidential information. In addition, the impression may arise that unfair advantages have been granted. This is an undesirable situation that negatively impacts all parties involved. This Code of Conduct describes how to deal with relationships in the workplace and what the possible consequences are. In this context, the University indicates that it will, if necessary, attach legal consequences to such a relationship, which may in the most extreme case lead to dismissal.

### **Definitions**

*Relationship:* In the context of this code of conduct, relationship is used to refer to being involved, or having been involved, in a romantic relationship.

### **Scope**

This code of conduct applies to all employees of Leiden University, both employees with a contract with the University and temporary employees.

### **Reporting**

If two employees are involved in a relationship, it is their duty to ensure that the essential norms of professionalism and impartiality are respected. The parties involved are expected to inform one of their supervisors (or, if one is the other one's supervisor, then his or her supervisor). This information will be treated with the greatest discretion possible. The supervisors will decide whether an interview is necessary with a P&O adviser and each the parties involved.

In consultation with the parties involved and the supervisor(s) a decision will be taken as to any agreements that need to be made in order to avoid possible complications with respect to work activities and relations in the workplace.

### **Agreements**

The parties involved commit to fulfilling the agreements made and to carrying out the measures agreed on.

The agreements between the parties involved are put in writing.

### **Consequences and measures**

The measures which may have to be taken once a relationship has been established include the transfer of one of the parties to another unit or department within the University, the cessation of certain work activities or, in the most extreme case, dismissal. Transfer is the most obvious measure in case of a hierarchical relation, unless the specific nature of the field of work makes this impossible. In that case, another suitable solution will be sought, such as separating content-related from statutory supervision.

If the relationship results in a transfer, then the transfer will be carried out with the intention of maintaining the legal position of the person involved.

The Director of Administration will also be informed of the measures to be taken.

**Confidential Counsellor and advice**

Interested or involved parties can, if they wish, contact the [Confidential Counsellor](#) of Leiden University.

Employees who are unsure whether their relationship falls under the above definitions can ask the [Confidential Counsellor](#) for advice in confidentiality.