

YACHTING NEW ZEALAND CLOSE PERSONAL RELATIONSHIPS POLICY

1. PURPOSE

- 1.1 Yachting New Zealand personnel all have a responsibility to ensure they act professionally, with integrity, and in the best interests of Yachting New Zealand at all times.
- 1.2 We recognise that, from time to time, close personal relationships may develop between another employee, contactor, athlete or support team member.
- 1.3 The purpose of this policy is to promote ethical behaviour, avoid actual and perceived conflicts of interest and minimise the risk of accusations of bias, favouritism or prejudice. It is also intended to ensure that Yachting New Zealand provides a safe environment where people are treated with fairness, dignity and respect.
- 1.4 The purpose of the policy is to also ensure Yachting New Zealand has a clear and practical framework, which identifies any concerns or perception issues at an early stage and seeks to manage those issues to assist everyone involved.
- 1.5 This policy applies to Yachting New Zealand employees, contractors, athletes and support team members (which includes, but is not limited to, any of the following technical support roles: head coach, assistant coach, physiotherapist, psychologist, masseuse, doctor, strength & conditioning coach, bio-mechanist, logistics manager, team manager, performance analyst, physiologist, nutritionist and official).
- 1.6 This policy outlines Yachting New Zealand's position on personal relationships between employees in order to ensure Yachting New Zealand's interests are maintained at all times, while at the same time balancing the interests of employees. The policy places certain expectations on employees and their managers to ensure that no blurring of judgment or conflict of interest arises. It also seeks to protect Yachting New Zealand and any employees in order to avoid any allegations of improper professional behaviour.

2. WHAT IS A CLOSE PERSONAL RELATIONSHIP?

- 2.1 'Close personal relationships' are relationships which a reasonable person considers could (or could be perceived to) give rise to dealings otherwise than in the ordinary course of work. This could be conscious or unconscious bias, treatment, or outcomes, either positive or negative, resulting from the inherent conflict of interest in that close personal relationship.
- 2.2 The relationships covered by this policy include:
 - immediate family (e.g. partner, siblings, children, step-children);
 - close relatives;
 - past or present sexual partners;
 - someone you are dating or have dated in the past; or
 - any kind of intimate or romantic interaction, including, for example, a one-off physical interaction or a non-physical romantic relationship.

3. THE NEED TO MANAGE CLOSE PERSONAL RELATIONSHIPS

3.1 Close personal relationships and associated conflicts need to be managed because:

- they could have harmful effects on either person in the relationship, their roles, or on other Yachting New Zealand personnel;
- they could be perceived to be exploitative, particularly if there is a power imbalance between the people involved (e.g. in terms of relative authority, maturity, status, influence, or dependence);
- the public image of Yachting New Zealand could be negatively affected (e.g. by affecting perceptions of professionalism and fairness).

4. REPORTING CLOSE PERSONAL RELATIONSHIPS

4.1 While Yachting New Zealand realises that employees have a right to a private life and therefore does not discourage relationships between employees, such relationships can be troublesome where employees are unable to draw an important distinction between private and professional life. Therefore, close personal relationships must be disclosed so that Yachting New Zealand can assess the impact on the people in the relationship, their roles at Yachting New Zealand and other people who work at or are associated with Yachting New Zealand.

4.2 Yachting New Zealand personnel have an ongoing obligation to disclose:

- (i) close personal relationships between themselves and another employee, contactor, athlete or support team member;
- (ii) close personal relationships between other Yachting New Zealand personnel that they become aware of; and
- (iii) any change in their close personal relationships (refer to 5.4 below);

where the close personal relationship could, or could reasonably be perceived, to impact on either person in the personal relationship, their roles, or other Yachting New Zealand personnel.

4.3 Notification should be made to your line manager, the High Performance Director, or the Chief Executive immediately (or as soon as the conflict, or potential conflict, is identified). If one or both people in the close personal relationship is a member of the management team or senior leadership team, then disclosure must be made to the Chief Executive.

4.4 Information about close personal relationships will, generally, only be disclosed to those people within Yachting New Zealand who need to know in order to manage the actual, potential, or perceived conflicts of interest.

5. GUIDELINES FOR WHEN CLOSE PERSONAL RELATIONSHIPS EXIST

5.1 It is not acceptable for supervisors to continue to supervise someone who they are in a close personal relationship with, unless Yachting New Zealand expressly approves this in writing (approval is likely to be subject to conditions and ongoing obligations to ensure the conflict is managed).

5.2 For the purposes of this policy, coaches will be considered to be supervisors of athletes.

5.3 Yachting New Zealand also strongly discourages close personal relationships where one person is in a significantly more senior position than the other (even if there is no direct reporting line).

- 5.4 If a close personal relationship ends, both parties are expected to behave professionally towards each other. Yachting New Zealand may still need to manage this situation.
- 5.5 Where a close personal relationship exists, it should be kept separate from the work, training or competition environments and conduct must remain professional at all times.

6. STEPS FOLLOWING DISCLOSURE

- 6.1 Where a close personal relationship is disclosed or otherwise identified, Yachting New Zealand may:
 - (i) advise the relevant supervisors (if any and if not already advised) of the existence of the relationship; and
 - (ii) work with people in the relationship (and any other relevant parties) to develop a plan to manage actual or potential impacts. This may include a range of outcomes. For example, ongoing monitoring, changes to reporting lines, changes to roles and/or disclosure to other relevant people at Yachting New Zealand.
- 6.2 There may be situations where the adverse impact cannot be adequately managed and ongoing employment (or association) with Yachting New Zealand is not possible. In such cases, this will be discussed with the relevant parties.

7. BREACH OF THIS POLICY

- 7.1 Any breach of this Policy will be taken seriously and could result in disciplinary action, up to and including dismissal of the Yachting New Zealand personnel concerned.
- 7.2 If you have any questions about this policy or whether it applies, you should discuss it with David Abercrombie, Chief Executive Yachting New Zealand.