

(Appendix 4)

<div>Est. 1841</div> <div>YORK ST JOHN UNIVERSITY</div>	<b>DISCLOSURE OF INTIMATE OR CLOSE PERSONAL RELATIONSHIP BETWEEN STAFF</b>		
<p>This form should be used to declare when a staff member discloses that they are in an intimate or close personal relationship as set out in Section 5 of the Intimate and Close Personal Relationships at Work Policy. Once complete, this record should be forwarded by email to the HROD Department via <a href="mailto:HROD@yorks.ac.uk">HROD@yorks.ac.uk</a> and a copy given to the staff member.</p> <p>If you require any support with this document please contact Human Resources. The member of staff to complete Section 1 and 2 and the line manager to complete section 3.</p>			
<b>Section 1: Staff Details:</b>			
Name:		School/Department:	
Job Title:		Date of Disclosure:	
<b>Section 2: Relationship Details:</b>			
In a relationship with (staff member's name):		School/Department:	
Job Title:		Line Management /supervisory connection	

Section 3: Review of Declaration and potential impact			
Conflict of Interest Declaration Is/will the member of staff be directly involved in:	YES	NO	If 'Yes', detail the measures which will be put in place to remove the conflict and protect both parties, by whom and when.
Recruitment / selection of staff member?			
Promotion / Reward / other recognition recommendations?			
Annual Review?			
Delegation/allocation of work?			
Approval of travel / attendance at conferences / expenses etc.?			
Performance Management?			
Accompaniment at formal meetings? (e.g. grievance, flexible working)			
Any other management / supervisory activity?			