



INTIMATE RELATIONSHIP POLICY

JUNE 2022

All Hands and Hearts

PURPOSE OF THIS DOCUMENT

The purpose of this policy is to clearly define the circumstances under which romantic or intimate relationships are permitted at All Hands and Hearts.

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I. SCOPE OF POLICY

This policy applies to all All Hands and Hearts on and off program team members, volunteers, and related personnel. Related personnel includes board members, interns, visitors, consultants, contractors, and vendors.

This policy applies during, and outside of, normal work hours, including during R&R breaks.

II. DEFINITION

For the purposes of this policy, Intimate Relationship is defined as any romantic or physical interaction, 'Situationship,' 'Friends With Benefits' scenario, dating partnership, or other relationship that is intimate or sexual in nature to which all parties consent.

III. POLICY DETAILS

Many relationships are characterized by power dynamics, whether subtle or overt. At All Hands and Hearts, power imbalances may exist between supervisors and supervisees and between team members and volunteers, in terms of responsibilities and decision-making. Power imbalances can also exist on the basis of factors such as seniority, experience, social status or capital, and identity. All Hands and Hearts strives to prevent the exploitation of power imbalances that may exist between

team members, and between team members and volunteers, particularly when lines of reporting or supervision are involved.

Additionally, All Hands and Hearts team members and volunteers live and work in close quarters in a residential environment. Professionalism and respect are important values in ensuring a healthy and successful community for all.

All team members who are considering entering into an Intimate Relationship with another team member or AHAH volunteer must immediately disclose the information to HR. They must sign an Intimate Relationship Agreement prior to the occurrence of any romantic or physical interaction, as defined above. Relationship disclosures and Intimate Relationship Agreements are confidential. By disclosing a relationship to HR, All Hands and Hearts is able to make appropriate adjustments to reporting lines so that all parties may continue to work with healthy boundaries in place. Team members who do not disclose relationships with other staff or volunteers in a timely manner may face disciplinary action, up to and including termination

If a team member is considering when is the most appropriate time to disclose a relationship, All Hands and Hearts encourages them to first consider the potential consequences related to power, responsibilities, boundaries, and how that relationship can impact dynamics related to respect and professionalism within their community at All Hands and Hearts. Volunteers who are considering entering into a relationship with another volunteer do not need to disclose the relationship to HR; however, they should take similar considerations regarding respect and professionalism.

Either party may withdraw consent at any time in any manner, including verbally. Signing a Intimate Relationship Agreement does not imply consent to any form of sexual activity.

Intimate relationships should be conducted in a discreet, respectful and responsible manner. These relationships should not be disruptive to team dynamics or have a negative impact on the working environment in general.

If you are unsure if a situation requires an Intimate Relationship Agreement to be signed please contact the People Development Team at hr@allhandsandhearts.org for a confidential consultation.

IV. PROHIBITED BEHAVIOR

Relationships within reporting lines

Intimate Relationships are not permitted between a supervisor and a reportee, direct or otherwise. If team members in this circumstance would like to pursue an Intimate Relationship the reporting lines will need to be modified in one or more of the following ways:

1. Reassignment of one of the employees if practical and feasible; if so this will occur as soon as possible; or
2. Promptly determine a new reporting structure where the reportee is assigned a new manager to oversee their work; or
3. If a resolution cannot be found, termination of employment or contract of one or both parties may be necessary.

Relationships with community members

We acknowledge that the humanitarian sector is uniquely impacted by sexual misconduct. Due to their immediate circumstances, many of the community members AHAH works with are in crisis, in positions of disenfranchisement, or are especially vulnerable to power imbalances. Therefore romantic or intimate relationships with community members are not permitted under any circumstances.

AHAH team members and volunteers who witness, suspect, hear rumors about, or receive a report, directly or indirectly, about such behavior are required to take prompt, appropriate action by immediately reporting the incident, or suspected incident, as outlined in the [Sexual Misconduct Policy](#).

All forms of Sexual Misconduct are prohibited. This includes, but is not limited to, any form of sexual misconduct, sexual harassment, sexual exploitation or sexual abuse.

Inappropriate, unwanted or unwelcome behavior of any kind should be reported, regardless of whether it occurs within or outside of a disclosed relationship. All reports will be taken seriously and fully investigated, regardless of whether an Intimate Relationship Agreement is on file.

AHAH staff and volunteers who witness, suspect, hear rumors about, or receive a report, directly or indirectly, such behavior are required to take prompt, appropriate action by immediately reporting the incident, or suspected incident.

Further information about sexual misconduct, including definitions and reporting methods, can be found in the [Sexual Misconduct Policy](#).

V. DISCIPLINARY ACTION

Disciplinary action relating to Sexual Misconduct is outlined in the [Sexual Misconduct Policy](#).

Entering into an Intimate Relationship without signing, or prior to signing an Intimate Relationship Agreement may result in disciplinary action, upto and including termination of employment or contract.

Entering into an Intimate Relationship with a community member will result in termination of employment or contract.

Amnesty

We strongly encourage staff and volunteers to report instances of misconduct of all kinds as soon as possible, even if those reporting may be in violation of the Intimate Relationship Policy. An individual who reports or experiences misconduct will not be disciplined by All Hands and Hearts for violations of the Intimate Relationship Policy in connection with the reported incident.