

## Nonfraternization Policy

### 1. Purpose

The City of Alabaster is committed to maintaining a professional work environment that upholds the highest standards of integrity, fairness, and respect. The purpose of this policy is to establish guidelines regarding relationships between employees to prevent conflicts of interest, avoid favoritism, and ensure a workplace free from harassment and discrimination.

### 2. Scope

This policy applies to all employees, elected officials, contractors, and volunteers of the City of Alabaster.

### 3. Definitions

For the purposes of this policy:

**Fraternization:** Any romantic or sexual relationship between employees, regardless of their respective positions within the organization, where a conflict of interest, power imbalance, or potential for favoritism may exist.

**Familial Relationship:** Relationships between employees who are related by blood (e.g., parent-child, siblings) or marriage (e.g., spouses) are considered familial relationships for the purposes of this policy.

### 4. Prohibited Relationships

**Supervisor-Subordinate Relationships:** Romantic or sexual relationships between a supervisor and a subordinate employee are strictly prohibited. This includes relationships between elected officials and their direct employees.

**Relationships with Contractors/Vendors:** Romantic or sexual relationships between employees and contractors or vendors doing business with the City of Alabaster are prohibited if such relationships could influence business decisions or create the appearance of impropriety.

**Familial Relationships:** While not prohibited, familial relationships between employees or between employees and contractors should be disclosed to Human Resources to ensure appropriate measures are taken to prevent conflicts of interest or favoritism. Family members may not supervise other family members or work on the same shifts as other family members.

**Flirting and Similar Behavior:** Flirting, suggestive comments, gestures, or physical contact of a romantic or sexual nature, whether welcome or unwelcome, are not permitted in the workplace. Such behavior can create a hostile work environment and may lead to disciplinary action.

## **5. Reporting Procedures**

Employees who become aware of any violations of this policy are encouraged to report them promptly to their immediate supervisor, Human Resources, or another appropriate authority. Reports will be treated with confidentiality to the extent possible, and retaliation against individuals who report violations in good faith will not be tolerated.

## **6. Consequences of Violation**

Violation of this policy may result in disciplinary action, up to and including termination of employment or termination of contract. The severity of the consequences will depend on the nature and circumstances of the violation.

## **7. Non-Retaliation**

The City of Alabaster prohibits retaliation against individuals who report violations of this policy in good faith. Any acts of retaliation will be subject to disciplinary action.

## **8. Training and Awareness**

The City of Alabaster will provide training and awareness programs to all employees to ensure understanding of this policy and its importance. New employees will receive training upon hire, and refresher training will be provided periodically.

## **9. Exceptions**

Exceptions to this policy may be granted in rare and extenuating circumstances, subject to approval by the Mayor upon recommendation of the Personnel Director. Requests for exceptions must be submitted in writing to the Personnel Director and will be evaluated on a case-by-case basis.

## **10. Review and Amendment**

This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

## Acknowledgment

I acknowledge that I have received a copy of the City of Alabaster Nonfraternization Policy and understand its provisions. I agree to comply with the policy and understand that violations may result in disciplinary action, up to and including termination of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_