

Model Policy: Conflict of Interest Policy for Romantically Involved Employees

Why you need this policy:

Romantically involved employees can cause personnel and legal problems for your medical office.

How this policy helps you:

Protect your medical office from harm that can result when employees date their co-workers.

How to use this policy:

Read this policy to understand how it relates to your office. Insert the name of your company

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ABC Medical Office

1. Principles

ABC Medical Office ("ABC") respects the rights of employees to engage in romantic relationships with their co-workers. At the same time, ABC expects that employees will in no way allow their romantic relationships with other ABC employees interfere with their obligation to comply with all medical office policies, rules of conduct and procedures.

2. Purpose

The purpose of this Policy is to clarify how ABC's conflict of interest policy applies to situations in which employees are romantically involved, spell out the circumstances in which a romance may lead to a conflict of interest and define the employees' obligations if it does.

3. Avoiding conflicts of interest

All employees must avoid situations which create a conflict of interest between their personal activities and their duties and responsibilities as an employee, including situations in which their romantic ties might interfere with their duties to ABC, its physicians, employees and patients.

4. What constitutes a conflict of interest

A conflict of interest occurs when an employee engages in personal conduct or activities which—whether in the context of a romantic relationship or otherwise:

- a. Are competitive with the operations of ABC;
- b. Place the employee in the position of obtaining a personal benefit by virtue of his or her status as an employee of ABC;
- c. Bring ABC or its physicians, employees or patients into disrepute; or
- d. Otherwise have a negative or detrimental impact upon ABC.

5. Disclosure of possible conflicts of interest

A. Employees who are involved in romantic relationships with an ABC co-worker that they believe create or have the potential to create a conflict of interest are obligated to report their circumstances or activities to ABC management.

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B. Employees who believe they have witnessed, or are otherwise aware of, the occurrence of a conflict of interest arising out of an inter-office romance or other situation must report that occurrence to ABC management.

6. Discipline for conflicts of interest

Employees who are found to be, or to have been, in a conflict of interest due to an inter-office romance or other circumstances will be subject to disciplinary action up to and including termination of employment.

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