



Close Personal Relationships

Introduction

Hockey NZ employees, contractors and players have a responsibility to ensure they act professionally and in the best interests of Hockey NZ while performing their roles, in the workplace, on the turf, attending events or on tour.

Close personal relationships (CPR) that could give rise to a conflict of interest are relationships with people inside or outside of Hockey NZ, where a reasonable person might perceive that there could be some bias, either positive or negative, resulting from that relationship.

Purpose and Scope

The purpose of the policy is to promote ethical behaviour, avoid actual or perceived conflicts of interest and accusations of bias, favouritism or prejudice. It is also intended to ensure that employees, contractors and players feel confident of fair treatment without the fear that a close personal relationship will influence how they or others are treated.

The reason close personal relationships (CPRs) with actual, potential or perceived conflict should be declared, is because they have the potential to:

- affect the trust and confidence of colleagues in relation to fair treatment;
- affect an individual's ability to discuss issues openly within their team or with their people leader;
- affect the perceptions of employees, contractors, players and the public about professionalism and fairness;
- cause operational issues affecting the ability to deliver services effectively;
- cause conflicting loyalties; and
- cause breaches of confidentiality. This could be deliberate but also inadvertent (e.g., leaving confidential documentation open on a computer screen or somewhere at home where it could be viewed).

Close Personal Relationships, particularly those involving individuals with a position of influence, can give rise to actual, potential, or perceived conflicts of interest for example, in

relation to selection decisions; remuneration; and performance review processes; approval of expenditure and disciplinary processes . It is for these reasons Hockey NZ strongly discourages the formation of a CPR when one party is in a significantly more senior position than the other, even in the absence of a direct reporting line. For the purposes of this policy, coaches are considered to be the supervisors of players and CPRs between coaches and players are not encouraged.

This policy applies to all employees, players, contractors and subcontractors of HNZ.

Key Definitions

- **Close Personal Relationships** covered by this Policy include but is not limited to:
 - Immediate family (e.g. spouse, partner, siblings, children, step-children);
 - Close relatives (e.g. aunts, uncles, cousins, nephews, nieces etc.); or
 - Past or present intimate or sexual partners
 - Someone you are dating or have dated
- **Conflict of Interest** in our environment is defined 'as a situation in which a person is, potentially, or could be perceived as being in a position to derive personal benefit from actions or decisions made in their official capacity'.

Policy

Disclosing Close Personal Relationships

- If there is an actual, potential or perceived conflict of interest Hockey NZ employees, contractors, and players need to disclose this. This might include close relationships between:
 - themselves and other employees, contractors, coaches or players.
 - other HNZ employees, contractors, coaches or players they become aware of that may give rise to a conflict of interest OR
 - any relationships between themselves and any person applying for a role with Hockey New Zealand
- Disclosure of a CPR needs to be made to your Coach, Manager, People & Culture or the Chief Executive as soon as practicable. 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.

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- If you have any doubt about whether a relationship is a close personal relationship, you should disclose it to a Coach, a Manager, People & Culture, the High Performance Director or the Chief Executive immediately.
- Disclose should remain **confidential** between the individuals concerned and those within Hockey NZ who need to know in order to appropriately manage actual, potential or perceived conflicts of interests (e.g. the Chief Executive, People & Culture or direct Manager).

Conduct in a Close Personal Relationship

- It is not acceptable for supervisors to continue to supervise an employee who reports directly to him or her where there is a CPR, unless Hockey NZ expressly approves this in writing (in which case, this may subject to conditions and ongoing obligations to ensure a conflict is managed).
- If a CPR ends, both parties are expected to behave professionally towards each other in the office. Hockey NZ may still need to ensure that there is appropriate guidance oversight of supervisory arrangements (for example, to mitigate against claims that employees have been treated less favourably/disadvantaged in their employment, as a result of the end of a CPR).
- If you and the person you are in a relationship with have contact on a regular basis, keep your contact in the office or playing environment professional at all times:
 - Avoid talking privately in corners or behind closed doors, making private jokes, and, above all, touching when at work or in the team environment.
 - Avoid being in the office outside of work hours alone together.
- Any CPR between two Hockey NZ personnel will be kept outside of the work or playing environment. Hockey NZ will not tolerate sexual encounters and sexual behaviour in these places.
- Hockey NZ personnel in a CPR within the workplace or a team environment are expected to be familiar with Hockey NZ 's Prevention of Harassment, Bullying and Discrimination Policy (which includes sexual harassment) and comply with it at all times, including after a relationship ends.

Breach of Policy

- Any breach of this Policy, or any part of it, may result in disciplinary action under the individual's employment agreement, contract or player MOU
- It is important to note that behaviour can be sexual harassment where it is unwelcome, whether or not the person makes it known that they do not like the

behaviour. In some situations, behaviour may initially be based on mutual attraction but subsequently become unwelcome.

Related Documents

Prevention of Harassment, Bullying and Discrimination Policy

Version Control

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