

Personal Relationships at Work Policy

1. Purpose

The purpose of this policy is to ensure that personal relationships within the firm do not compromise professional standards, confidentiality, or the fair and efficient management of legal work.

Operating within the legal field, we are bound by strict duties of integrity, independence, and confidentiality. Personal relationships that overlap with work can give rise to conflicts of interest, perceptions of bias, or risks to client confidence.

2. Scope

This policy applies to all employees, consultants, and agency workers across the Triangle Legal Services Limited, Intrinna UK Limited and Intrinna Lanka PVT Limited

It covers all offices, remote working arrangements, and any work-related social or networking events.

3. Definition of Personal Relationships

A personal relationship includes (but is not limited to):

- Romantic or intimate relationships.
- Family relationships (including spouse, civil partner, parent, child, sibling, or any close relative).
- Close friendships or financial connections that could influence professional judgment or working relationships.

4. Disclosure of Relationships

Employees are required to disclose to HR any personal relationship that:

- Exists with another member of staff within the firm; or
- Involves a client, introducer, supplier, or third party with whom the firm does business; and
- Could give rise to a potential, perceived, or actual conflict of interest.

Disclosures will be handled confidentially and sensitively. The firm will only share details where necessary to manage risk or comply with regulatory obligations.

Failure to disclose a relevant relationship may be treated as a disciplinary matter.

5. Managing Conflicts of Interest

If a disclosed relationship may create or appear to create a conflict of interest, the firm may take proportionate steps to manage it. These may include:

- Adjusting reporting lines or supervision arrangements.

- Allocating or reassigning files to prevent conflicts of duty.
- Restricting access to confidential client information.
- Implementing confidentiality undertakings where appropriate.

Any decision will be made fairly, with due regard for the individuals involved and the needs of the business.

6. Professional Conduct and Behaviour

All employees must maintain the highest standards of professionalism and impartiality, consistent with SRA principles. This includes:

- Ensuring personal relationships do not affect professional judgment, work allocation, or client service.
- Avoiding behaviour in the workplace or at work-related events that could be perceived as unprofessional or discriminatory.
- Refraining from public displays of affection or personal disagreements in a work environment.
- Ensuring no preferential treatment is given (or appears to be given) to a colleague with whom there is a personal relationship.

7. Relationships with Clients, Agents, and Suppliers

Entering into or continuing a personal relationship with a client, introducer, or supplier is strongly discouraged and must be disclosed immediately to HR.

Where such a relationship exists or develops, the firm will review the situation to determine whether the employee should be removed from the file or business relationship to preserve independence and client confidence.

8. Confidentiality

All disclosures under this policy will be treated in strict confidence as required and at the discretion of HR.

The firm will only process information for legitimate purposes and with appropriate safeguards in place.

9. Breach of Policy

Failure to disclose a relevant relationship or behaving in a manner inconsistent with professional obligations under this policy may result in disciplinary action, up to and including dismissal.

10. Review

This policy will be reviewed annually by HR to ensure continued compliance with regulatory and professional standards.



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11. Reporting and Relationship Declaration

All employees are required to confirm that they have read and understood this policy and will comply with its requirements.

By signing below, employees acknowledge their duty to disclose any personal relationship that may give rise to a real or perceived conflict of interest.

Employee Declaration

I confirm that I have read and understood the firm's *Personal Relationships at Work Policy* and agree to comply with its terms.

I understand that failure to disclose a relevant relationship may lead to disciplinary action.

If a relevant relationship exists or develops in the future, I will promptly report it to HR or the Managing Partner.

Please tick one of the following:

- ☐ I am **not currently in a personal relationship** with any employee, client, or supplier connected to the firm.
- ☐ I **am currently in a personal relationship** with an individual connected to the firm and have provided details in a confidential disclosure to HR.

Employee Name: _____

Signature: _____

Date: _____