

Policy Number: 421

Policy Section: 400 – Staff Policies

Effective Date: October 22, 2026

Personal Relationships Policy

I. Purpose:

DaVinci Academy strives to provide a work environment that is collegial, respectful, and productive. To facilitate this, the school strongly believes it is necessary for employees to maintain clear boundaries between personal and work-related interactions. The school has no desire to govern employees' consensual personal relationships; however, when those relationships involve co-workers, they can, in some cases, lead to an actual or perceived conflict of interest, favoritism, harassment, sexual harassment, workplace conflict, workplace violence, or bias that provides grounds for complaints. Therefore, this policy establishes rules for personal relationships between employees, including supervisory personnel, to prevent problems and maintain a collegial, respectful, and productive work environment.

It is the policy of DaVinci Academy to require disclosure of personal relationships between employees, to prohibit personal relationships between employees when one employee has direct or indirect supervisory authority over the other, and to prohibit any personal relationship that creates, or could reasonably create, a conflict of interest.

II. Definitions:

Personal Relationship – A “personal relationship” is defined as a romantic or physically intimate relationship between individuals.

Employee – An “employee” includes administrators, directors, supervisors, teachers, support staff, and all other individuals employed by DaVinci Academy.

Conflict of Interest Due to a Personal Relationship – An employee has a “conflict of interest due to a personal relationship” when the employee is in, or has previously been in, a personal relationship with another individual who is currently employed by DaVinci Academy and either of the following circumstances exists:

1. The employee has direct or indirect supervisory authority, decision-making authority, or influence over the other employee's conditions of employment, including, but not limited to, compensation, assignments, schedules, evaluations, discipline, advancement, or other employment-related decisions, whether or not the employees are in a direct supervisory relationship; or
2. The personal relationship may directly or indirectly affect, or reasonably create the appearance of affecting, the employee's judgment, impartiality, or objectivity in carrying





out any job-related duty or responsibility.

III. Procedure:

A. Prohibited Personal Relationships

1. An employee may not occupy a position or participate in employment-related decisions that create a conflict of interest due to a personal relationship.
2. Employees involved in a personal relationship may not remain in a reporting or supervisory relationship in which one employee has direct or indirect authority, influence, or decision-making responsibility over the other employee.
3. Administrators, supervisors, and other employees with supervisory authority are prohibited from dating or engaging in a physically intimate relationship with an employee whom they directly or indirectly supervise. Violations may result in disciplinary action, up to and including termination of employment. Disclosed pre-existing relationships will be addressed under Section D.1.
4. If a personal relationship between employees exists or develops, both employees are responsible for promptly (within 15 calendar days) disclosing the relationship to the Executive Director or Executive Assistant for Human Resources. Human Resources will review the circumstances and determine whether the relationship creates an actual or potential conflict of interest or otherwise violates this policy. If a personal relationship between employees involves either the Executive Director or the Executive Assistant for Human Resources, the relationship will be disclosed to the School Board President. (See Disclosure in Appendix A)
5. When a personal relationship between employees creates a conflict of interest or otherwise violates this policy, Human Resources and appropriate school administration will work with the employees involved to identify a reasonable resolution.

B. Temporary Measures

When appropriate, temporary measures may include changes to job duties, reporting relationships, work assignments, schedules, decision-making responsibilities, or other employment responsibilities so that neither employee has the ability to improperly influence, benefit, disadvantage, supervise, evaluate, or make employment-related decisions concerning the other.

Employment matters that may require reassignment of responsibilities include, but are not limited to:

- hiring or recommending an individual for employment;
- discipline or termination;
- performance evaluations;
- promotions or advancement;
- compensation or stipend decisions;
- work assignments or schedules;





- leave decisions;
- professional development opportunities;
- purchasing or financial transactions; and
- other decisions that could provide an actual or perceived advantage or disadvantage to either employee.

C. Long-Term Resolution

When temporary measures are not sufficient, DaVinci Academy may determine that longer-term changes are necessary. These measures may include reassignment, a change in supervisory structure, transfer to another position, transfer to another program or location when practical, or another reasonable employment arrangement that eliminates the conflict.

Employees are expected to cooperate with reasonable efforts by DaVinci Academy to resolve conflicts arising under this policy.

If one or both employees refuse to cooperate with or accept a reasonable resolution determined by DaVinci Academy, the refusal may be addressed as a violation of this policy and may result in disciplinary action, up to and including termination of employment.

If no immediate reasonable solution is available, DaVinci Academy may provide the employees with a reasonable period of time to resolve the conflict or allow the school to establish an alternative arrangement. The length of time provided will depend on the circumstances and operational needs of the school.

If the conflict cannot reasonably be resolved, DaVinci Academy reserves the right to take appropriate employment action, which may include reassignment, transfer, changes in responsibilities or reporting structure, or disciplinary action up to and including termination. Failure to disclose a relationship as required by this policy, failure to cooperate with efforts to resolve a conflict, or retaliation against an individual involved in the disclosure or resolution process may result in disciplinary action, up to and including termination.

D. Other Circumstances

1. Pre-Existing Relationships – Personal relationships that existed before the adoption of this policy are not automatically prohibited. However, employees involved in such relationships, including former relationships, must disclose the relationship if circumstances exist that could create a conflict of interest under this policy. If a pre-existing relationship or former relationship involves a direct or indirect supervisory relationship or other employment-related authority or influence, DaVinci Academy will determine what changes are necessary to eliminate the conflict. Those changes may include reassignment of supervisory responsibilities, changes in duties or reporting relationships, transfer to another position or program when practical, or another reasonable solution.

2. Effect on the Workplace – Employees involved in a personal relationship are expected to maintain appropriate professional conduct and fulfill all responsibilities associated with their



positions. Employees may be subject to disciplinary action if a personal relationship adversely affects the work environment, employee performance, workplace professionalism, school operations, or the treatment of other employees. Depending on the circumstances, corrective action may range from counseling or a directive to correct the behavior to more serious disciplinary action, up to and including termination.

3. Miscellaneous

- a. This policy applies equally to all employees regardless of sex, sexual orientation, gender identity, marital status, or other protected status.
- b. Nothing in this policy prohibits friendships or ordinary social relationships between employees. The purpose of this policy is to address romantic or physically intimate relationships that create an actual, potential, or perceived conflict of interest.
- c. The procedures described in this policy are intended to provide guidance for addressing personal relationships and conflicts of interest. DaVinci Academy reserves the right to determine the appropriate response based on the specific circumstances of each situation and the operational needs of the school.
- d. DaVinci Academy may take appropriate action at any time when necessary to address an actual or potential conflict of interest, protect employees and students, maintain professional working relationships, or ensure the effective operation of the school.
- e. Retaliation against an employee for making a good-faith disclosure under this policy, participating in a review of a potential conflict, or raising a concern regarding compliance with this policy is prohibited.
- f. This policy should be read in conjunction with other applicable DaVinci Academy policies, including policies relating to nepotism, conflicts of interest, discrimination, harassment, sexual harassment, employee conduct, and disciplinary action.



(Appendix A)

421 – Personal Relationships Disclosure Form

I understand that DaVinci Academy strives to provide a work environment that is collegial, respectful, and productive. The school has no desire to govern employees' consensual personal relationships; however, when those relationships involve co-workers, they can, in some cases, lead to an actual or perceived conflict of interest, favoritism, harassment, sexual harassment, workplace conflict, workplace violence, or bias that provides grounds for complaints. Therefore, this policy establishes rules for personal relationships between employees, including supervisory personnel, to prevent problems and maintain a collegial, respectful, and productive work environment. It is the policy of DaVinci Academy to require disclosure of personal relationships between employees, to prohibit personal relationships between employees when one employee has direct or indirect supervisory authority over the other (former relationships involving supervisory personnel must be disclosed), and to prohibit any personal relationship that creates, or could reasonably create, a conflict of interest.

By signing, I acknowledge that I have read and understand Board Policy 421: Personal Relationships, and, if applicable, I have disclosed my personal relationship below. I understand that if a new personal relationship develops, or if I have a former relationship involving a supervisor, it is my responsibility and obligation to disclose the existence of the relationship promptly (within 15 calendar days) to the Executive Director or the Executive Assistant for Human Resources. If a personal relationship between employees involves either the Executive Director or the Executive Assistant for Human Resources, it will be disclosed to the School Board President. This form will be securely and privately filed in the personnel file of the employee(s).

[Employee A Name] _____, and [Employee B Name] _____, hereby notify DaVinci Academy that we have entered or are currently in a personal relationship.

We work in the same building/program: Yes ☐ No ☐

I understand and agree to the following:

- Our personal relationship is voluntary and consensual.
- Neither of us supervises the other, nor will we be permitted to in the future.
- If the personal relationship should end, I agree that I shall not allow the end of this relationship to negatively impact my job performance.
- I will act professionally in the workplace without public display of affection.
- I understand that if I violate the provisions of the Policy 421 - Personal Relationships, DaVinci Academy will pursue options for resolving the violation, as noted in Policy 421: III. C.

Employee A Signature Date

Employee B Signature Date

