

CLOSE PERSONAL RELATIONSHIPS POLICY

1. PURPOSE

- 1.1 Cycling New Zealand personnel all have a responsibility to ensure they act professionally and in the best interests of Cycling New Zealand when performing their work duties, in training, at matches or on tour.
- 1.2 The purpose of this policy is to promote ethical behaviour, avoid actual and perceived conflicts of interest and minimise the risk of accusations of bias, favouritism or prejudice. It is also intended to ensure that Cycling New Zealand provides a safe environment where people are treated with fairness, dignity and respect.
- 1.3 The purpose of the policy is to also ensure Cycling New Zealand has a clear and practical framework, which identifies any concerns or perception issues at an early stage and seeks to manage those issues to assist everyone involved.
- 1.4 This policy applies to Cycling New Zealand employees, contractors, athletes and support team members (which includes, but is not limited to, any of the following technical support roles: head coach, assistant coach, physiotherapist, psychologist, masseuse, doctor, strength & conditioning coach, biomechanist, logistics manager, team manager, performance analyst, physiologist, nutritionist and official).

2. WHAT IS A CLOSE PERSONAL RELATIONSHIP?

- 2.1 Close personal relationships that could give rise to a conflict of interest are relationships where a reasonable person might perceive that there could be some bias or impact, either positive or negative, resulting from that relationship. The conflict is inherent in the relationship itself – it doesn't depend upon any specific action.
- 2.2 The relationships covered by this policy include:
 - immediate family (e.g. partner, siblings, children, step-children);
 - close relatives;
 - past or present sexual partners;
 - someone you are dating or have dated in the past; or
 - any kind of intimate or romantic interaction, including, for example, a one-off physical interaction or a non-physical romantic relationship.

3. THE NEED TO MANAGE CLOSE PERSONAL RELATIONSHIPS

- 3.1 Close personal relationships and associated conflicts should be managed because:
 - they could have harmful effects on the people involved and/or other people within the environment;

- they could be perceived to be exploitative, particularly if there is a power imbalance between the people involved (e.g. in terms of relative authority, maturity, status, influence or dependence);
- the public image of a sport could be negatively affected (e.g. by affecting perceptions of professionalism and fairness).

4. REPORTING CLOSE PERSONAL RELATIONSHIPS

- 4.1 Close personal relationships must be disclosed so that Cycling New Zealand can assess the impact on the people in the relationship, their roles at Cycling New Zealand and other people who work at or are associated with Cycling New Zealand.
- 4.2 Cycling New Zealand personnel have an ongoing obligation to disclose:
- (i) close personal relationships between themselves and another employee, contactor, athlete or support team member;
 - (ii) close personal relationships between other Cycling New Zealand personnel that they become aware of; and
 - (iii) any change in their close personal relationships (refer to 5.4 below);

where the close personal relationship could, or could reasonably be perceived, to impact on either person in the personal relationship, their roles or other Cycling New Zealand personnel.

- 4.3 Notification should be made to your line manager, the high-performance director or the Chief Executive immediately (or as soon as the conflict, or potential conflict, is identified). 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.
- 4.4 Information about close personal relationships will, generally, only be disclosed to those people within Cycling New Zealand who need to know in order to manage the actual, potential or perceived conflicts of interest.

5. GUIDELINES FOR WHEN CLOSE PERSONAL RELATIONSHIPS EXIST

- 5.1 It is not acceptable for supervisors to continue to supervise someone who they are in a close personal relationship with, unless Cycling New Zealand expressly approves this in writing (approval is likely to be subject to conditions and ongoing obligations to ensure the conflict is managed).
- 5.2 For the purposes of this policy, coaches will be considered to be supervisors of athletes.
- 5.3 Cycling New Zealand also strongly discourages close personal relationships where one person is in a significantly more senior position than the other (even if there is no direct reporting line).
- 5.4 If a close personal relationship ends, both parties are expected to behave professionally towards each other. Cycling New Zealand may still need to manage this situation.
- 5.5 Where a close personal relationship exists, it should be kept separate from the work, training or competition environments and conduct must remain professional at all times.

6. STEPS FOLLOWING DISCLOSURE

- 6.1 Where a close personal relationship is disclosed or otherwise identified, Cycling New Zealand may:
- (i) advise the relevant supervisors (if any and if not already advised) of the existence of the relationship; and
 - (ii) work with people in the relationship (and any other relevant parties) to develop a plan to manage actual or potential impacts. This may include a range of outcomes. For example, ongoing monitoring, changes to reporting lines, changes to roles and/or disclosure to other relevant people at Cycling New Zealand.
- 6.2 There may be situations where the adverse impact cannot be adequately managed and ongoing employment (or association) with Cycling New Zealand is not possible. In such cases, this will be discussed with the relevant parties.

7. BREACH OF THIS POLICY

- 7.1 Any breach of this Policy will be taken seriously and could result in disciplinary action, up to and including dismissal of the Cycling New Zealand personnel concerned.
- 7.2 If you have any questions about this policy or whether it applies, you should discuss it with your line manager.

Policy Owner:	CEO		
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