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JEFFERSON S. DUNN
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ADMINISTRATIVE REGULATION
NUMBER

235

OPR: PERSONNEL

FRATERNIZATION POLICY

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to prevent Inappropriate Relationships amongst employees.

II. POLICY

It is the policy of the ADOC that employees must maintain a professional work environment where clear boundaries are established between employees' personal and work interactions and that their actions maintain ADOC workplace integrity.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Chain of Command**: An official hierarchy of authority and supervision that dictates the activities and operations of the ADOC.
- B. **Employee**: Any person employed by ADOC as a full-time, part-time, conditional, or temporary employee and all other persons such as contract employees, authorized service providers, vendors, and volunteers with any contact with ADOC.
- C. **Executive Staff**: For the purposes of this AR, Commissioners, Associate/Deputy Commissioners, Division Directors, and Wardens.
- D. **Inappropriate Relationships**: Relationships of whatever nature that compromise the integrity of supervisory authority or the chain of command; cause partiality or unfairness; involve the improper use of rank or position for personal gain; are exploitative or coercive in nature; create an actual or clearly predictable adverse impact on discipline, authority, morale or the ability of the ADOC to accomplish its mission.

- E. **Personal Relationships**: Association between employees that includes, but is not limited to, dating, sharing living accommodations, or intimate sexual relationships.
- F. **Professional Relationship**: Relationship that is formed at work that serves a critical role in the success of an employee, the employee's career, or the ADOC.
- G. **Social Relationship**: Association between employees that occur in the context of community organizations, religious activities, athletic teams and events, social functions, or family gatherings. This also includes relationships that may begin or evolve from a Professional Relationship.
- H. **Supervisor**: Supervisors, managers, or anyone else in influential positions who monitors and regulates employees in their performance of assigned or delegated tasks or has any authority over the Tangible Employment Action of another.
- I. **Tangible Employment Action**: Action taken that constitutes a significant change in employment status, such as hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits.
- J. **Workplace Integrity**: Involves moral judgment and character, honesty, and leadership values. Individuals who show integrity in the workplace not only understand right from wrong but they practice it in all they do.

IV. **RESPONSIBILITIES**

- A. Wardens/Division Directors shall be responsible for the implementation of this AR.
- B. All ADOC employees share the responsibility for maintaining professional relationships. All employees are responsible for the proper adherence to this AR and Institutional SOPs.

V. **PROCEDURES**

- A. All Personal Relationships between supervisors and an employee in his/her chain of command are prohibited.
- B. All Personal or Social Relationships are prohibited if they:
 1. Cause actual preference or unfairness; or
 2. Involve the improper use of position for personal gain; or

3. Are unethical or threatening in nature; or
4. Engage in inappropriate physical contact while on state property or during that employee's scheduled work hours; or
5. Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the ADOC to accomplish its mission.

C. Disclosure of Personal Relationships by Supervisors

1. Supervisors, including Executive Staff, must disclose immediately the existence of any relationship with an employee in his/her chain of command that has progressed, or is likely to progress, beyond a Professional or Social relationship to a Personal Relationship.
2. Disclosure at the institutional or divisional level shall be made to his/her Warden or Division Director. If the supervisor is part of the Executive Staff, disclosure shall be made to the ADOC EEO or the ADOC Inspector General.
3. Disclosure should be in writing but may be verbal as well. The first report of this disclosure shall be documented by the designated person receiving the report.
4. The receiver of the report will then take reasonable steps to mitigate the situation to remove any conflict of interest or potential conflict that may exist.
5. Failure of a supervisor to voluntarily disclose the existence of any such relationship and allow the ADOC to take reasonable steps to mitigate the situation shall be subject to corrective action pursuant to Administrative Regulation 208, *Employee Discipline*.

D. All ADOC employees who reasonably suspect or perceive the existence of an Inappropriate Relationship that would be prohibited under this AR or otherwise violates AR 206, *Harassment and Discrimination Policy*, should utilize AR 213, *Employee Grievance Procedures*, to report such conduct.

E. All employees shall be accountable for violations of this regulation. Violations of this policy will be subject to corrective action in accordance with AR 208.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

There are no forms associated with this AR.

VIII. SUPERCEDES

A. This is a new AR and does not supersede any other regulation.

IX. PERFORMANCE

A. AR 206 Harassment and Discrimination Policy

B. AR 208 Employee Standards of Conduct and Discipline

C. AR 213 Employee Grievance Procedures



Jefferson S. Dunn
Commissioner