

Relationship Disclosure Form

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**to avoid/ manage
Misconduct in Public**



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Here is a template for relationship disclosures that can be used by employees—especially senior staff—to voluntarily and confidentially declare consensual romantic relationships in the workplace. It ensures clarity, transparency, and protection for both individuals and the organization.

Voluntary Relationship Disclosure Form

[Confidential Document – To Be Submitted to Ethics Committee / HR Legal Department]

Section 1: Employee Information

Employee 1

- Full Name: _____
- Job Title: _____
- Department/Division: _____
- Supervisor/Manager: _____
- Email: _____
- Phone: _____

Employee 2

- Full Name: _____
- Job Title: _____
- Department/Division: _____
- Supervisor/Manager: _____
- Email: _____
- Phone: _____

Section 2: Nature of the Relationship

- ☐ We are in a romantic relationship
- ☐ We are dating
- ☐ We are engaged
- ☐ We are married/partners

Date relationship began (approx.): _____

Section 3: Reporting Line / Work Interactions

1. Do either of you supervise the other or have influence over compensation, promotion, or performance evaluation?

☐ Yes ☐ No

If yes, please describe the reporting relationship or decision-making overlap:

2. Do you work on the same team or share critical responsibilities?

☐ Yes ☐ No

If yes, describe the nature of collaboration or shared roles:

Section 4: Understanding and Agreement

By signing below, we affirm:

- This relationship is entirely voluntary and consensual.
- We understand that any form of favoritism, bias, or misuse of authority is prohibited.
- We acknowledge that the company may take appropriate actions to eliminate potential conflicts of interest (e.g., reassignment, separation of duties, etc.).
- We agree to maintain professional conduct in the workplace.
- We understand that retaliation, harassment, or breach of confidentiality may result in disciplinary action.
- We will report any changes in the status of this relationship that may impact work dynamics.

Section 5: Employee Acknowledgments

Employee 1 Signature: _____

Date: _____

Employee 2 Signature: _____

Date: _____

Section 6: HR / Ethics Committee Use Only

Received by: _____

Date Received: _____

Review Summary / Notes (if applicable):

Action Taken (if any):

☐ No Action Required ☐ Reassignment Recommended ☐ Referred to Legal/Ethics Committee ☐ Other:

Reviewed by: _____

Title: _____

Signature: _____

Date: _____

This form will be retained securely and handled with strict confidentiality. It will not be disclosed beyond the Ethics/HR Review Committee without consent or legal obligation.



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