



RELATIONSHIP DISCLOSURE FORM

We, _____ and _____,

employees of the Okaloosa County Board of County Commissioners (“OCBCC”), have voluntarily entered into a romantic relationship. We acknowledge that the OCBCC is committed to providing a workplace that is free of harassment, discrimination, conflicts of interest and favoritism, and will not tolerate unwelcome or offensive conduct.

1. Our relationship is welcome and consensual. Our relationship does not violate OCBCC’s anti-harassment policies, and participation in the relationship has not been made a condition or term of employment.
2. We will behave professionally at all times, even if the relationship ends.
3. We will not engage in any inappropriate behaviors that may cause our co-workers to feel embarrassed, awkward or uncomfortable. This includes, but is not limited to, intimate contact at the workplace, such as kissing, prolonged hugging, hand holding, massaging or sending personal texts, e-mails or making personal calls.
4. Either of us may terminate the relationship at any time. Each of us agrees that there will be no retaliation of any kind in the event the relationship ends.
5. We will inform Human Resources immediately if the conduct of one employee is no longer welcome by the other.

By signing below, I acknowledge that I have read and agree to comply with all relevant policies set forth in the Human Resources Policy Manual, specifically, Chapter III, Section B (Prohibited Harassment Policy), Section C (Prohibition Against Retaliation) and Section D (Employee Responsibilities, Complaint Rights, Complaint Resolution Policy and Resolution Procedures for Prohibited Harassment) and Chapter XIII, Section A (Personal and/or Romantic Relationships). I further acknowledge that I understand the policies and the procedures in place through which complaints may be brought, investigated and dealt with.

Employee Signature

Date: _____

Printed Name

Employee Signature

Date: _____

Printed Name

Signature of Human Resources Staff
Acknowledging Receipt of Disclosure

Date: _____