# **Review of Impact of Relationship Form**

**Please read the** [**Personal Relationships at Work Policy and Procedures**](https://leeds365.sharepoint.com/:u:/r/sites/UoL-EDI/SitePages/Policies.aspx?csf=1&web=1&e=5xtEQk)**, then download and complete this form, and email it to** [**declaratingrelationships@leeds.ac.uk**](mailto:declaratingrelationships@leeds.ac.uk)**. HR will store the form securely.**

The questions to be completed by the Head of School or Service or relevant authority with the employee.

1. Name of the person declaring a relationship:
2. Has this relationship been declared within a reasonable timeframe of starting the relationship (or in the case of an ongoing intimate personal relationship, the date that a real or potential conflict of interest, exploitation, favouritism or bias has arisen):
3. If no, why not?
4. Is action such as steps to mitigate actual or potential conflict of interest or abuse of power required?
5. Reasons for recommended actions:
6. Details of action: