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|  | Procedures for the Amorous Relationships Policy | Responsible Administrative Unit: Administration & Operations |
| | Procedures Adopted: July 15, 2016 | Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu |


1.0 BACKGROUND, PURPOSE AND JURISDICTION

On July 15, 2016, the Board of Trustees of the Colorado School of Mines (“Mines”) adopted the [Amorous Relationships Policy](#) (“the Policy”). The Policy prohibits certain amorous relationships involving one or more Mines Employees due to inherent conflicts of interest. The Policy also mandates disclosure of amorous relationships between one or more Employees that could reasonably result in a conflict of interest. This procedure implements the Policy and provides for the following:

- a disclosure process through which Mines Employees can identify amorous relationships;
- institutional responses to rectify current or future conflicts of interest arising from amorous relationships; and
- a process for prompt, fair, and impartial investigation and resolution of complaints arising under the Policy.

2.0 DISCLOSURE PROCESS

- 2.1 When an amorous relationship must be disclosed, it is the responsibility of the person in the higher power position to initiate the disclosure.
- 2.2 The relationship must be reported immediately to the appropriate dean, department head, or supervisor so that suitable arrangements can be made to avoid current and future conflicts of interest.
- 2.3 The disclosure must be in writing and contain the following information:
 - Name and status of the parties to the relationship;
 - Identification of any potential or existing conflicts of interest;
 - Date the relationship began; and
 - Date the disclosure was required under this policy.
- 2.4 The supervisor who receives the disclosure will maintain the confidentiality of the relationship to the extent practicable. Disclosure of the relationship to a third party by the supervisor may be necessary in order for the supervisor to receive advice from the Human Resources or other campus departments, to explain a change in assignments, etc.
- 2.5 The supervisor will provide a copy of the disclosure document to the Title IX and Equity Compliance office to avoid any confusion in the event that office receives a complaint about the amorous relationship.

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3.0 CONFLICT OF INTEREST RESOLUTION AND/OR MITIGATION

- 3.1 Disclosure of an amorous relationship may result in the removal of the supervisory, evaluative, or instructional responsibilities from the person in the higher position as deemed necessary by the supervisor.
- 3.2 Even if the conflict of interest can be resolved, the person in the higher position shall be held accountable for any unprofessional behavior resulting from the amorous relationship.

4.0 COMPLAINT

- 4.1 Complaints regarding amorous relationships or suspected amorous relationships will be referred to the Title IX and Equity Compliance office.
- 4.2 All complaints will be resolved through the Procedures for Resolving Complaints of Gender-Based Discrimination, Sexual Harassment, and Sexual Violence Against Employees or Third Parties, which are found in the [Mines' Policy Library](#).
- 4.3 In cases where a complaint is received about a student employee engaging in an amorous relationship that may have violated the Student Code of Conduct, the matter will be referred to the Dean of Students for adjudication.

5.0 SANCTIONS

- 5.1 Failure to disclose an amorous relationship referenced in the Policy may result in disciplinary action up to and including removal of the Employee's supervisory, instructional or evaluative responsibilities and/or terminations of employment.
- 5.2 Misrepresentation of the circumstances of the amorous relationship by the disclosing party may result in disciplinary action up to and including removal of the Employee's supervisory, instructional or evaluative responsibilities and/or terminations of employment.

6.0 REVIEW CYCLE AND HISTORY

These procedures shall be reviewed concurrently with the Amorous Relationships Policy. Procedures Administratively Adopted July 15, 2016.