

Wake Forest University
Workplace Relationship Disclosure Form

It is the policy of Wake Forest University to ensure that relationships in the workplace do not raise concerns about favoritism, bias, ethics or conflict of interest. Please refer to the **Consensual Relationships Policy** for details on workplace relationships that require disclosure, and for definitions of *Consensual Relationship*, and *Supervisory Relationship*. Please refer to the **Nepotism Policy** for definition of and for details on family relationships that require disclosure.

For new hires, this form must be submitted and an exception approved prior to an offer of employment. For current staff/faculty, the form must be submitted within 30 days of the development of the relationship.

Check the Appropriate Box: **New Hire** **Current Faculty/Staff Disclosure of Relationship**

Complete this Section for Relationships	
Name of Faculty/Staff Member _____	
Name of Supervisor _____	
Department _____	
Name of Family Member _____	
Family Member's Department _____	
Nature of Relationship: ___ Family Member ___ Consensual Relationship ___ Reporting Relationship Exists ___ Reporting Relationship Does Not Exist	
_____ Supervisor Signature / Date	_____ Direct Report Faculty/Staff Member Signature /Date

To be completed by Human Resources/Conflict of Interest Office	
No conflict of interest exists _____	
Responsibilities assigned to alternate department leader: _____ _____	
Action to minimize or remove conflict of interest: _____ _____	
HR/ Conflict of Interest Signature _____	Date _____