



**Family**  
Focus Inc.

**Policy  
Number:**  
AG-028

<b>Subject:</b>	Nepotism	
<b>Section:</b>	ADMINISTRATE GENERAL	
<b>Effective Date:</b> 08/15/2014	<b>Review Date:</b> 04/01/20105	
	<b>Revised Date:</b> 07/30/2014	
<input type="checkbox"/> New Policy		<input checked="" type="checkbox"/> Supersedes Policy Dated: 04/06/2004
<b>Issued by:</b> HR Administrator		<b>Concurred with and Approved by:</b> Jim Burns, Director Initial: _____
<b>Cross Reference:</b>		
<b>Distribution:</b>	All employees of Family Focus	

## POLICY

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflict of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees. For purposes of this policy the "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include but are not limited to the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother in-law, aunt, uncle, and nephew.

Dating and physical relationships (1) between two employees, (2) between employees and Vendors, can also have an impact on the workplace.

## PROCEDURE:

It is the goal of Family Focus, Inc. to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. Family Focus, Inc. strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and enhancing productivity.

Employees must disclose the existence of family relationship or romantic or physical relationship with another co-worker to their immediate supervisor or the Director. This disclosure will enable Family Focus Inc. to determine whether any conflict of interest exists because of the nature of the position(s) of the individuals involved.

Family Focus, Inc. may allow existing personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager
- They may not create a supervisor/subordinate relationship
- They may not be involved in evaluations of the individuals performance
- The relationship will not create an adverse impact on work productivity or performance
- The relationship may not create an actual or perceived conflict-of-interest

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

Should relationships addressed within this policy be identified with either candidates for employment or, current employees the matter should be immediately reported to the Director and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the Director in consultation with the affected employees will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Director shall determine which employee must resign in order to resolve the situation.

Family Focus, Inc. reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy. Family Focus, Inc. reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every employee to identify to the agency's Director any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.