

Nepotism Policy

Purpose

To ensure employment decisions are based on merit and to prevent actual or perceived favoritism, conflicts of interest, or undue influence.

Policy Statement

The organization prohibits employment arrangements that create conflicts of interest, impair objectivity, or compromise supervisory integrity.

Definitions

“Related individuals” include, but are not limited to: spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-laws, or any individual residing in the same household or engaged in a close personal relationship.

Prohibited Conduct

- No employee may directly or indirectly supervise, evaluate, or influence employment decisions regarding a related individual.
- Related individuals may not be employed within the same reporting structure where a conflict of interest could reasonably arise.

Disclosure Requirements

- Employees and board members must disclose any familial or close personal relationships with:
 - Current employees
 - Applicants
 - Vendors or contractors
- Disclosures must be made:
 - At time of hire/engagement
 - Annually
 - When circumstances change

Review & Mitigation

Leadership will determine appropriate mitigation steps, including reassignment of duties or restructuring reporting relationships.

Enforcement

Failure to disclose or comply may result in disciplinary action, up to and including termination or removal from the Board.

Adoption & Certification

This Nepotism Policy was adopted by the Board of Directors on _____.

By signing below, the undersigned certifies that this policy has been reviewed and approved.

Board Chair: _____ **Date:** _____
Secretary: _____ **Date:** _____