

ANTI-NEPOTISM POLICY

OVERVIEW

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism.

POLICY

The Institute will not hire or continue the employment of relatives where actual or potential problems may arise regarding supervision, security, safety of morale, or where potential conflicts of interest exist. An employee or volunteer may not work under the direct supervision of a relative and no Institute employee or any volunteer may make, participate in, or attempt to influence employment or other business decisions involving a relative or pressure or cause others to do so.

DEFINITIONS

Nepotism: favoritism in the workplace based on kinship, which ordinarily consists of making employment or other business decisions based on a family relationship.

Employment decisions: the full spectrum of employment or volunteer related actions, including but not limited to decisions related to hiring, supervision, direction of work, promotion, compensation, work/volunteer hours, performance evaluation, termination and all other terms and conditions of employment or volunteer related actions.

Business decisions: decisions related to the full spectrum of Institute commercial activities (e.g., buying, hiring, selling, contracting, licensing, leasing) or otherwise involving the expenditure of Institute funds or the use of Institute resources.

Relative: a spouse, domestic partner, a person with whom the employee has an intimate relationship, persons related by blood, adoption or marriage to the employee (including children, grandchildren, parents, siblings, aunts, uncles, cousins, nieces, nephews and their spouses/domestic partners), and persons residing in the same household.

GUIDELINES

1. This policy does not prohibit (but does not encourage) the Institute from simultaneously employing relatives or engaging in commercial activities with the relatives of employees. For example, relatives are permitted to work in the same department or organizational unit so long as (i) there is no direct reporting or supervisory relationship between the relatives and all employment decisions are made by others, and (ii) the employment will not pose difficulties for supervision, safety or morale.

2. This policy is in addition to the Institute's Conflict of Interest Policy. If an Institute employee's relative is also employed by the Institute, volunteers at the Institute, or engages in commercial activities with the Institute, the relationship should be disclosed promptly to the Director of Human Resources.
3. Employees and volunteers must self-report in writing to the Director of Human Resources before they make, participate in, or attempt to influence (or cause others to make, participate in, or attempt to influence) decisions covered by this policy.
4. This policy applies to instances of nepotism that existed before the enactment of this policy. Any existing relationships or situations must be disclosed immediately, evaluated, and managed as provided in this policy.
5. Concerns or complaints about possible violations of this policy should be submitted to the Director of Human Resources. All such complaints will be treated as confidentially as feasible and will be addressed by the Director of Human Resources or his/her designee.
6. Violations of this policy may result in discipline up to and including termination of employment or the severing of a relationship with a volunteer.

Employee's Name (Print)

Employee's Signature

Date