

## **Employment of Relatives/Family Members**

### **Objective**

IHLS is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of family members. However, at the same time, IHLS recognizes the potential for favoritism or the appearance of favoritism when one employee is related to another, especially when there is a direct reporting relationship between the two employees. IHLS strongly believes that a work environment where employees maintain clear boundaries between business relationships and familial relationships.

### **Scope**

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, IHLS will hire a family member (as defined below) of persons currently employed only if: a) the candidate for employment will not be working directly for or supervising a relative, and b) the candidate for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, leave requests, benefits or any other aspect of employment.

This policy applies to all current employees and candidates for employment.

### ***Definitions***

"Family member" is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

### **Procedure**

To ensure compliance with this policy, our employment application requests all applicants to inform IHLS if they know or are related to any current employee. This is addressed so that we may be aware of relationships that would impact the work environment for all staff and the substance of this policy.

The hiring supervisor is responsible for ensuring policy compliance. Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor and to Human Resources.

If any employee, after employment or change in employment, enters into one of the above relationships, the employees involved must notify Human Resources immediately of the relationship status so that Human Resources can take appropriate action to protect all employees and IHLS. Depending upon all of the relevant circumstances, IHLS will take appropriate action to ensure this policy is not violated. Such action may include, but is not limited to, reassignment of one or both of the involved employees or other action so that there is a change in the reporting relationship. The involved employees will have input into the change in position and, while the involved employees' desires will be taken into consideration, the final decision as to how a change in position(s) will occur so as to avoid a situation where this policy is violated will lie in the sole discretion of the Executive Director.

It is possible, in exceptional circumstances, that IHLS may permit two family members (as that term is defined herein) to remain in a reporting relationship. However, any exception to this policy must have the written consent of the Executive Director.