



## Policy HR 2.3 Employment of Relatives (Nepotism)

Adopted by the Library Board of Trustees: 01/24/2013

The purpose of this policy is to ensure that situations where the possibility of favoritism or conflicts of interest might exist are avoided if possible. Thus, NOLS's policy is to not hire, transfer or promote employees who are immediate family members into situations or positions where the possibility of favoritism or conflict of interest might exist. The intent of the policy is to ensure that the work place is free from conflict of interest, or any real or perceived sense of favoritism; however, the intent of the policy is not to discriminate in any way against individuals based on marital status or other protected classes.

For the purpose of the policy, "immediate family members" is defined as follows: spouses, domestic partner, parents, step-parents, grandparents, spouse or domestic partner's parents, employee's sibling, step-siblings, children, step-children, or other members of an employee's immediate household.

Applicants will not be hired nor will employees be promoted or transferred into a position in which the following may occur:

- a. When one party will have authority to supervise, promote, terminate or discipline the other;
- b. When one party will handle confidential material that will inevitably lead to improper or inappropriate access to the confidential material by the other that cannot be avoided without undue hardship to NOLS ;
- c. When one party will be responsible for auditing the work of the other; or
- d. When other circumstances exist that might lead to potential conflict among the individual employees or may result in a conflict between the interest of one or both parties and the best business interests and needs of NOLS.

When a relationship defined above as an "immediate family member" occurs during employment, the two employees may remain in their positions provided they are not in conflict with the restrictions stated in this policy. If a conflict is created by the relationship, NOLS may initiate the transfer of one of the employees or take other steps to eliminate or substantially reduce the real or potential conflict of interests.

If a suitable transfer/change in position is not available, the Library may, based on business necessity, terminate one of the employment relationships.

### **I. Administration**

The Library Director is responsible for administering this policy.