**NEPOTISM POLICY**

**PURPOSE**

[EMPLOYER'S NAME] acknowledges that family members of current employees may express interest in working for the organization. To ensure a fair and productive work environment, free from conflicts of interest and the appearance of favoritism or unfair advantage, [EMPLOYER'S NAME] has established rules and guidelines for the employment of family members. These guidelines are designed to maintain transparency and fairness. This policy is applicable to all employees of [EMPLOYER'S NAME], regardless of their position or title, and is designed to comply with all applicable Pennsylvania state and federal laws and regulations.

**DEFINITION OF FAMILY MEMBER**

For the purposes of this policy, a family member is broadly defined to include:

* Spouse.
* Domestic partner.
* Parent.
* Son or daughter.
* Brother or sister.
* Grandparent or grandchild.
* Aunt or uncle.
* Niece or nephew.
* Cousin.
* Guardian or ward.
* Step, half, or in-law relation.
* A person living in one’s household.
* Any other individual with a close relationship that could suggest a potential conflict of interest in the employment context (e.g., a fiancé).

**EMPLOYMENT OF FAMILY MEMBERS**

Family members who wish to apply for employment at [EMPLOYER'S NAME] must follow the standard application process. To ensure equal employment opportunity, family members will not be hired based solely on referrals.

If a non-family member applicant is clearly more qualified than a family member, the family member will not be considered for the position.

[EMPLOYER'S NAME] is dedicated to maintaining an equal employment opportunity workplace. All family member hiring decisions must be reviewed by the Human Resources department to confirm compliance with [EMPLOYER'S NAME]'s policies and applicable non-discrimination laws.

**WORKING RELATIONSHIP OF FAMILY MEMBERS**

Family members are not permitted to directly supervise or hold a position that influences another family member's:

* Employment status.
* Transfer or promotion opportunities.
* Salary decisions.
* Other management or personnel-related considerations.

This includes involvement in committees or groups that make recommendations regarding personnel actions or employment decisions affecting a family member.

Family members cannot be employed within the same department unless the Human Resources department certifies that such an arrangement will not result in one family member supervising another.

**CHANGE IN FAMILY STATUS**

If two employees marry, cohabit, or otherwise become family members under this policy’s definition, they must inform the Human Resources department. The department will work with the employees to address potential nepotism concerns. In some situations, only one of the employees may remain in the same department, or they may not maintain any reporting relationship where one employee has influence over the other. Any necessary role modifications should be addressed to eliminate conflicts, and the decision regarding which employee remains in their current position will be made by the two employees involved.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and reviewed a copy of [EMPLOYER'S NAME]’s [NAME OF POLICY]. I understand that it is my responsibility to familiarize myself with the policy and adhere to its terms.

I also acknowledge that this policy is not intended to create an employment contract or alter my at-will employment status, unless otherwise specified in a written agreement signed by an authorized representative of [EMPLOYER'S NAME]. Any delay or failure by [EMPLOYER'S NAME] to enforce the provisions of this policy does not constitute a waiver of its rights to enforce them in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date