



<b>Policy Number:</b> HR1341	<b>Policy Section:</b> Human Resources
<b>Correlating Procedure:</b> N/A	
<b>Effective Date:</b> 11/2021	<b>Approved By:</b> Board of Directors
<b>Review Date(s):</b>	
<b>Policy Name:</b> Employment of Relatives and Other Relationships	
<b>Purpose:</b> To prohibit work assignments where romantic relationships or relatives working at NOAH might compromise responsibilities or might be detrimental to the best interests of NOAH.	

**Policy:**

NOAH will allow the employment of relatives or individuals in romantic relationships as long as they do not create an inherent or perceived conflict of interest as defined in this policy. This policy applies to all NOAH employees, independent contractors, and all applicants. Relatives of employees or individuals in romantic relationships may be employed, when the practices outlined are observed in the employment, transfer, promotion or retention of such individual.

NOAH is committed to the principle of objective, fair and equitable treatment of all employees. Accordingly, it is critical that employment activities be conducted in an atmosphere that is free of actual or perceived conflicts of interest, and when not possible, should be openly disclosed and managed. A family member or individual in a romantic relationship in any supervisory position shall not be of influence in matters of promotion, salary, performance evaluations, work assignments, disciplinary actions or have administrative approval over any other employment matters.

All NOAH Management employees are responsible for enforcement of this Policy.

**Definitions**

1. A “Relative” is an individual who is in any familial relationship with staff member including but not limited to father, mother, step-parent, foster parent, spouse, domestic partner, son, daughter, or a stepson or stepdaughter living in the staff member's home, the staff member's grandparent, grandchild, or the staff member's brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law.
2. A “romantic relationship” is any relationship between employees, applicants, or independent contractors involved in an intimate relationship which can create an actual or at least potential or perceived conflict of interest or favoritism in the employment setting.

## Procedures

### 1. Disclosure

- A. Individuals must immediately notify their supervisor/manager if a relative applies for a position for which they will have managerial responsibility or could influence the employment actions referred to in this policy.
- B. Individuals must immediately notify their supervisor/manager if an individual is in a romantic relationship with an applicant for a position for which they will have managerial responsibility or could influence the employment actions referred to in this policy.
- C. Internal and external applicants are required to self-disclose at the time of application if the position for which they are applying for is in a department where their relative or individual involved in a romantic relationship works or is employed within the organizational structure in a position to influence or appear to influence employment or employment decisions on behalf of the applicant.
- D. In the above circumstances, Human Resources may consult with parties about potential alternative arrangements and/or conflict management plans.
- E. When the conflict of interest cannot be eliminated through alternative arrangements/conflict management plans, the hire will not be approved.
- F. Individuals who do not notify their supervisors and do not make alternative arrangements/conflict management plans are in violation of this policy and will be subject to corrective action up to and including, termination of employment.

### 2. Alternative Arrangements/Conflict Management Plans

- A. If management, in its sole discretion, believes that a relationship between employees, regardless of the nature, creates the potential for a conflict of interest or a disruption in the workplace, management with the assistance of Human Resources may take such actions as necessary to protect the interests of the organization, including the reassignment or termination of one or both of the parties.
- B. If a situation in conflict with this policy arises (e.g., two employees marry, commence a domestic partner relationship, or a romantic relationship), Human Resources will work with the parties to find an alternative position within a reasonable timeframe. If no alternative position is found, Human Resources may reassign an employee or terminate employment.
- C. NOAH reserves the right to vary from the terms of this policy in any situation that it deems appropriate.