



# Children's Place ASSOCIATION

General Operations Manual  
Administration and Management

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Human Resources  
Nepotism

## Nepotism

### **Policy:**

Children's Place Association permits the employment of more than one member of a family (including parents, siblings, spouses, and children), whether or not the persons concerned are in the same location or program.

The agency's concern in such placements, as in all others, is that each employee hired is the best candidate with respect to the requisite qualifications for employment and that the placement does not put any party at risk for a conflict of interest.

The purpose of this policy is to prevent conflicts of interest and ensure smooth and fair management of all employees. Human Resources is responsible for implementation of this policy.

### **Procedures:**

1. Employees are welcome to refer relatives who are interested in working for Children's Place Association. Employment decisions are based on each applicant's qualifications and work history. Agency policies and procedures governing hiring practices must be followed.
2. Family members for the purpose of this policy are defined as persons related by blood, marriage or legal procedure, including spouse, parent stepparent, grandparent, child (natural, adopted, foster, step), sibling, stepsibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, cousin, aunt, uncle, niece, nephew or other member of the family living in the same household.
3. No employee will be hired or assigned to a position in which he/she will supervise or be supervised directly by a relative.
4. Should employees in a supervisor-subordinate relationship enter a dating relationship or marry, every effort should be made to transfer the employees to assignments where there is no reporting relationship among the dating partners or spouses. If neither employee can be placed in such an assignment, termination of one or both parties may be necessary.

5. No employee is permitted to participate or influence in any way hiring, promotion, termination, salary, performance evaluations or vital decisions concerning the employment of a member of his/her family. Any individual who makes an unauthorized offer of employment or a change in conditions of employment involving family members assumes responsibility for any penalties, liabilities and expenses which may arise out of that action in addition to the appropriate disciplinary action.
6. A person under consideration for employment, who has a relative employed by the Agency in the same program, or in a program for which the relative has direct or indirect administrative responsibility, may be employed if there is a compelling reason. In such cases, written authorization must be obtained from the President/CEO.
7. No persons related to Board members will be hired or retained by Children’s Place, with the exception of internships of limited duration or volunteer service.
8. While general responsibility for assuring adherence to this policy rests with Human Resources and those managers for employment decisions and job assignments, a particular responsibility for sensitivity to any potential conflicts falls on the family members involved.

<p><b>Compliance:</b></p> <ol style="list-style-type: none"> <li>1. Agency Policy</li> <li>2. COA             <ol style="list-style-type: none"> <li>a. GOV 7.03</li> </ol> </li> </ol>	<p><b>File:</b></p> <ol style="list-style-type: none"> <li>1. Operations Manual             <ol style="list-style-type: none"> <li>a. Administration and Management</li> <li>b. Human Resources</li> <li>c. Nepotism</li> </ol> </li> </ol>	<p><b><u>Approved By:</u></b></p> <p style="text-align: center;"><u>Cathy Krieger</u></p> <p style="text-align: right;"><b>Cathy Krieger President/CEO</b></p>
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**Signature:** *Cathy Krieger*

**Email:** ckrieger@childrens-place.org






# GOV 7 - Nepotism- FINAL

Final Audit Report

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