



Series: Governance COA: GOV 2, GOV 6, HR1.03, HR 5.02, ETH 2, RPM 2

Policy Name: Nepotism

Policy Number: GOV BC1015

Revision #/Date: n/a, (1) 10/05/2016

Reviewed Date: 04/14/2021

Effective Date: 03/06/2013

Applicable to: Brevard C.A.R.E.S. Board of Directors, All Brevard C.A.R.E.S. Staff

SUBJECT: Nepotism

PURPOSE: To ensure that Brevard C.A.R.E.S. prohibits preferential treatment and nepotism and avoids the potential or perception of conflict of interest with regard to employment decisions including hiring, training and advancement opportunities, supervision and promotion with regard to family members.

References: GOV BC 1000 Conflict of Interest

POLICY:

Brevard C.A.R.E.S. works to create a positive and productive work environment for all employees. Consequently there may be opportunities when family members wish to make application for open positions within the agency. The agency strives to balance the needs of Brevard C.A.R.E.S. with making sound business decisions that avoid the potential of preferential treatment, the perception of preferential treatment and/or the potential for conflict of interest.

Regarding the employment of qualified relatives of current family members, the agency has developed specific criteria to accommodate qualified family members joining the organization while ensuring that the agency exercises sound business judgment in the placement of related employees to avoid the potential for favoritism or a conflict of interest.

For the purposes of this policy, “qualified relatives,” of family members are defined to include a spouse, partner, child, parent, sibling, aunt, uncle, grand-relation, first cousin, in law or step relationship.

Family members (as defined above) of the Executive Director and family members of the Brevard C.A.R.E.S. Board of Directors are prohibited from employment at Brevard C.A.R.E.S. due to the potential for conflict of interest. “Qualified relatives” of Senior Management staff members in the family of agencies applying for employment with Brevard C.A.R.E.S. will undergo the current administrative application and interview process and if it is determined the “qualified relative” is the most suitable applicant, provisions will be made to ensure there is no conflict in the reporting hierarchy. This may include the use of a third party such as a peer or other management staff who will assume the responsibility for the day-to-day supervision of the “qualified relative’s” work if the individual is placed in a position within the chain of command.

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Therefore, in certain circumstances, Brevard C.A.R.E.S. may employ “qualified relatives” but limits the positions and reporting relationships that may be permitted. “Qualified relatives” will not be employed when any of the following conditions exist:

- In a direct or indirect reporting relationship; or
- Where both individuals report to the same supervisor or manager; or
- In positions where sensitive information or cash activities could create a potential for a conflict of interest situation; or
- Where one member audits, verifies, receives or is entrusted with funds handled by the other family member; or
- Where one relative’s work responsibilities, salary or career progress could be influenced by another relative.

“Qualified relatives” may also be prohibited from working in the same division or in specific positions where the agency believes an inherent conflict of interest may exist.

As Brevard C.A.R.E.S. is strongly committed to the prevention of any form of harassment in the workplace, any close personal relationship between a supervisor and an employee is prohibited. Staff with supervisory authority shall not establish a dating relationship with their employees. In the event where a current employee and supervisor establish a relationship covered under this procedure, the agency will review the situation and determine the appropriate course of action.

In the event that current employees become involved in a relationship that is covered in this policy as a “qualified relative” or “family member”, it is understood that if that relationship results in violating this policy the agency will review the situation and determine the appropriate course of action. This may result in one of the employees being transferred to an open position for which they are qualified or it may result in one of the staff members choosing to sever the employment relationship with the agency.

Approved by the Brevard C.A.R.E.S. Board of Directors April 14,2021

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



Dan Rodgers
Board Chair

Signature Date: 04/14/2021



Kathryn Parker
Executive Director

Signature Date: 04/14/2021