

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

4200 EMPLOYMENT OF RELATIVES

Purpose

The purpose of this policy is to avoid conflicts of interest based on family relationships.

Definitions

“Family member” is defined as an employee’s spouse, siblings, step-siblings, siblings-in-law, parents, step parents, parents-in-law, children, step-children, children-in-law, any person living in the same household as the employee, and any individual claimed as a dependent for tax purposes.

Policy

- I. Employees must disclose any family relationships of applicants for contracts or employment with Entheos Academy in writing.
- II. Employees are prohibited from any participation or influence in hiring or other employment decisions of a family member.
- III. No person may work under the direct supervision of a relative
- IV. Employees may not participate in any contracting decision relating to a family member or to any entity in which a family member is an officer, director, partner, or in which a family member owns or controls more than 10% of the stock of such entity
- V. Exceptions to this policy must be justified by a specific and unique need of the agency that cannot be reasonably satisfied by another individual or entity, and must be approved by the executive director in writing with the consent of the Board and with the prescription of appropriate controls to avoid both actual and potential conflicts of interest.