**Workplace Nepotism Policy**

## **1. Policy Statement**

[Company Name] is committed to maintaining a fair and equitable workplace where all employees are treated with respect and have equal opportunities for professional growth. This policy is designed to prevent and address nepotism to ensure a work environment that is free from favoritism and conflicts of interest.

## **2. Objective**

The objective of this policy is to:

* Clearly define nepotism and establish guidelines to prevent its occurrence.
* Outline the prohibited relationships and circumstances related to nepotism.
* Provide a framework for addressing conflicts of interest arising from personal relationships in the workplace.

## **3. Scope**

This policy applies to all employees, including full-time, part-time, temporary, and contract employees, as well as interns and volunteers.

## **4. Definition of Nepotism**

Nepotism is defined as the practice of favoritism or granting preferential treatment to relatives or close personal relationships, either in the recruitment, hiring, promotion, transfer, supervision, or reporting relationships within the organization.

## **5. Prohibited Relationships**

The following relationships are prohibited under this policy:

* Spouses or domestic partners
* Parents and children
* Siblings
* Aunts, uncles, and cousins
* Grandparents and grandchildren
* In-laws

## **6. Conflicts of Interest**

Employees are expected to disclose any personal relationships that may create a conflict of interest in the workplace. Failure to disclose such relationships may result in disciplinary actions.

## **7. Recruitment and Hiring**

Supervisors and hiring managers must disclose any potential conflicts of interest arising from personal relationships during the recruitment and hiring process. Decisions related to recruitment and hiring must be based on merit and qualifications.

## **8. Transfer and Promotion**

Decisions related to transfer and promotion must be made impartially, considering the qualifications and performance of employees. Employees involved in a personal relationship with a colleague must disclose the relationship to their supervisor.

## **9. Supervision and Reporting Relationships**

Supervisors are prohibited from directly supervising or participating in performance evaluations of employees with whom they have a prohibited relationship. Reporting relationships must be structured to avoid conflicts of interest.

## **10. Disciplinary Actions**

Violations of this policy may result in disciplinary actions, including verbal or written warnings, reassignment, demotion, or termination, depending on the severity and recurrence of the violation.

## **11. Exceptions**

Exceptions to this policy may be considered on a case-by-case basis, provided that such exceptions are approved by [Specify Approval Authority].

## **12. Review and Updates**

This policy will be reviewed annually or as needed to ensure its ongoing relevance and compliance. Updates will be communicated to employees.

## **13. Definitions**

* Nepotism: The practice of favoritism or granting preferential treatment to relatives or close personal relationships in the workplace.
* Conflict of Interest: A situation in which personal relationships may interfere or appear to interfere with an employee's ability to act in the best interest of the organization.

*Customize this template according to your organization's specific needs and relationships covered by the policy. Ensure that the policy is communicated to all employees, and that they have access to the latest version. Additionally, seek legal advice to ensure compliance with applicable laws and regulations.*