Nepotism Policy

POLICY STATEMENT

All Shared Logic Group employees who are family members are prohibited from working in the same chain of command to avoid family members supervising other family members. Family members of the Shared Logic Group Management Committee are precluded from being hired by the Shared Logic Group.

PURPOSE

This policy is to ensure the effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest.

APPLICATION

This policy applies to all Shared Logic Group employees, Members of the Management Committee, and their staff.

This policy allows a family member “grandfathered status” and may continue current employment with the Shared Logic Group if hired prior to December 01, 2011 is considered grandfathered into the company and this policy does not apply.

1. DEFINITION OF TERMS

Family Members – Includes an employee’s parent, child (natural, adopted, or legal guardianship), spouse, domestic partners, brother, sister, grandparent, grandchildren, and step-relationships within the preceding categories.

Nepotism – Describes a work-related situation in which there is the potential for favoritism toward a relative (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

1. RESPONSIBILITIES

Director of Human Resources (or Designee) shall coordinate with the employee’s direct supervisor to develop appropriate plans to ensure that two family members are not in the same chain of command.

Executive Officer (or Designee) in the chain of command of the two family members will agree on and implement the appropriate action in conjunction with Human Resources.

Human Resources shall investigate reports of nepotism and take appropriate action.

Employees are required to disclose changes in their personal situations which man be covered by this procedure.

Supervisors or Managers may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy.