

GOAL ACADEMY POLICY
Anti-Nepotism Policy

Section: G - Personnel

Policy Number: G-1

Policy Name: Anti-Nepotism

Approval Authority: Board of Directors

Responsible Executive: Chief Human Relations Officer

Responsible Office: Human Resources

Originally Issued: 12/16/2009

Revisions: 4/30/2012, 6/21/2016, 7/31/2018

1. Policy Statement

It is the policy of GOAL Academy (the "School") that all Employment Decisions (as defined in the policy) are based upon an individual's qualifications, abilities, and performance.

2. Reason for Policy

This Anti-Nepotism Policy is created to establish guidelines that are intended to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment.

3. Who Should Read This Policy

All members of the GOAL Academy community.

4. Related Documents

GOAL Academy Employee Handbook

5. Contacts

Office of Human Resources:

6. The Policy

This Policy applies to all full-time, part-time, and temporary employees of the GOAL Academy.

Definitions: For purposes of this Policy, the following defined terms shall have the definition and meaning set forth below.

- a. "Close Relationship" shall include:
 - i. a dating relationship

- ii. a consensual romantic or sexual relationship
 - iii. sexual or nonsexual relationship involving cohabitation
 - iv. a formal or informal domestic partnership or other similar type of relationship.
- b. "Employment Decision" shall mean any decision relating to the hiring, promoting, reassigning, evaluating, disciplining, terminating, or setting of salary of an employee, or any other similar decision with respect to an employee or applicant for employment.
- c. "Family Member" shall include any person who is a spouse, natural or adopted child, father, father-in-law, mother, mother-in-law, foster parent, stepparent, stepchild, grandparent, grandchild, aunt, uncle, brother, sister, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- d. "Supervise" shall mean the authority to direct, manage, oversee, or otherwise be in charge of an employee. "Supervisor" shall mean a person authorized to supervise another employee.

Procedure:

- a. Employees and applicants for employment shall not be denied employment or advancement opportunities solely because of a Close Relationship with another employee, or his or her status as a Family Member of another employee.
- b. No person shall be employed in, or promoted or transferred to, a position where he or she would Supervise or be Supervised by a Family Member or person in a Close Relationship.
- c. Employees shall not participate in any final decision or recommendation relating to an Employment Decision regarding a Family Member or person in a Close Relationship.

Administration: This Policy shall be administered by the School's Chief Human Relations Officer, or such other party as identified by the Chief Executive Officer (the "Policy Administrator"), in accordance with the following guidelines:

- a. If an employee becomes a Family Member of another employee or enters into a Close Relationship with another employee during the course of his or her employment, such employee shall notify the Policy Administrator within ten days.
- b. Upon the Policy Administrator's receipt of information reasonably indicating a violation or potential violation of this Policy, the Policy Administrator may take such actions as the Policy Administrator determines reasonable to include, without limitation, conducting an appropriate investigation, assigning the employee a new Supervisor or reassigning job duties.
- c. The School reserves the right at all times to make job reassignments as necessary to comply with this Policy.

Exceptions: Exceptions to this Policy may be approved by the School's Chief Executive Officer on a case-by-case basis. Such decisions shall be based upon principles of merit, recruitment and retention difficulties, and the best interests of the School. Such exceptions should be documented in a writing that identifies the employees involved, the specific provisions of this Policy in conflict, and the terms of the exception granted. Notwithstanding the foregoing, any exception involving the School's Chief Executive Officer, a Family Member of the School's Chief Executive Officer, or a Close Relationship involving the School's Chief Executive Officer must be approved by the School's Board of Directors.

