

Employment of Relatives Company Policy Template

In order to maintain a fair and unbiased work environment, we have established guidelines regarding the employment of relatives within our company. It is important for us to ensure that all employees are treated equally and that conflicts of interest are avoided.

1. Definition of Relatives:

For the purpose of this policy, relatives are defined as spouses, domestic partners, parents, children, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, and in-laws.

2. Hiring Restrictions:

Employees may not be involved in the hiring, promotion, or supervision of a relative. This includes any decision-making process that could directly impact the relative's employment status or benefits.

3. Reporting Relationships:

If a situation arises where a reporting relationship exists between relatives, it is the responsibility of the employees involved to disclose this information to HR immediately. Steps will be taken to ensure that appropriate actions are taken to avoid conflicts of interest.

4. Conflict Resolution:

If a conflict of interest arises due to the employment of relatives, HR will work with the employees involved to find a resolution that is fair and in the best interest of the company.

5. Compliance:

All employees are expected to comply with this policy and failure to do so may result in disciplinary action, up to and including termination.

For more information on our Employment of Relatives Company Policy, please refer to our official company handbook [here](insert link to company handbook).

We appreciate your cooperation in upholding this policy to maintain a professional and ethical work environment.

