***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-11**

SUBJECT: Employment of Relatives or Close Friends **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

For the purposes of this policy, a relative, or close/personal relationship shall be defined by *[Hospital Name]* (HOSPITAL), in its sole and absolute discretion, to include but not be limited to any association or affiliation that may create a potential or actual conflict of interest, or perception of such, may cause disruption, may create a negative, unprofessional, or hostile work environment or may present concerns to supervision, safety, security or morale.

1. An employee, independent contractor, or volunteer shall not work in a position in which he or she is directly supervised by someone with whom he or she has a relative or close/personal relationship.
2. A relative or close/personal relationship may be defined as:

|  |  |
| --- | --- |
| 1. Spouse
 | 1. Nephew
 |
| 1. Mother (and In-Law)
 | 1. Niece
 |
| 1. Father (and In-Law)
 | 1. Cousin
 |
| 1. Child (and Step-Children)
 | 1. Fiancée
 |
| 1. Sister (and In-Law)
 | 1. Other person with whom there is a close/personal relationship which may result in conflict in the workplace.
 |
| 1. Brother (and In-Law)
 |  |
| 1. Grandparent (and In-Law)
 |  |
| 1. Grandchild
 |  |
| 1. Aunt
 |  |
| 1. Uncle
 |  |
| 1. Step-Parent
 |  |
| 1. Step-Brother
 |  |
| 1. Step-Sister
 |  |

1. Employment arrangements which violate the provisions of this policy may be exempt provided that the relationships cause no disruption in the work place, and is approved by:
	1. The Chief Executive Officer
	2. The Board: for the Chief Executive Officer

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_