GMU-POL-S05-010 - Anti-Nepotism

Standard 05: Faculty and Professional Staff

Process Owner	HR department
Prepared by	HR Department
Reviewed by	Task Force appointed for review of GMU Policies and Procedures Manual
BOT Approval	Approved
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Relevant to	All Employees of GMU.
Used with	Recruitment Policy, Code of Ethics policy
Purpose and Scope	GMU promotes high ethical standards in recruitment of new employees. This policy demonstrates the guidelines prohibiting nepotism. The purpose of this policy is to eliminate conflicts that may arise due to employment of relatives.
Abbreviations and Definitions	**HR:** Human Resources **HoD:** Head of Department **Nepotism:** the practice among those with power or influence of favoring relatives or friends, especially by giving them jobs. **Immediate family:** parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse {including common law a/o same sex partner}, step child(ren) or ward of the staff member, father- in-law or mother-in-law (including parent of same sex partner).

Policy

1. Employees who are family related shall not be involved (hired, transferred, promoted) in a mutual supervisory/reporting relationship with one another.

2. Employees shall report any nepotism instance though formal grievance procedures to the higher authority.

3. Family relationships with other employees or members of the Board shall be disclosed prior to accepting any offer from the employer. Failure to disclose this information shall be considered contradictory to the Code of Ethics policy.

4. GMU shall not reject hiring a suitable job candidate on grounds of their relation to a current employee**.**