

105 Hiring of Relatives & Personal Relationships

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Purpose: To provide a positive, productive work environment for our staff while allowing flexibility related to personal relationships or employment of relatives.

Hiring of Relatives

For this policy, a relative is defined as any person who is related to another by blood, adoption, or marriage, or whose relationship with you is similar to that of a relative.

An employee may not directly work for a relative or supervise a relative. This policy is in place to reduce or eliminate potential claims of favoritism, morale issues, or other personal conflicts from outside that could carry over to the workplace.

Personal Relationships

Pine Haven Christian Communities strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear expectations regarding conduct of employees during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence others.

Procedures

- During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
- During non-working time, such as lunches, breaks, before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas, as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.
- Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy which may include counseling for a minor problem. Failure to

change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between Supervisors and subordinates.
- Supervisors, Managers, Executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate Supervisor or the Director of Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- Where problems or potential risks are identified, the organization will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence or take action related to the other. Matters such as hiring, firing, promotion, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

In some cases, other measures may be necessary such as transfer to other positions or departments. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

Continued failure to work with the organization to resolve such a situation in a mutually agreeable fashion may be deemed insubordination, which may lead to consequences under the corrective action policy.

The provisions of this policy apply regardless of the sexual orientation of the parties involved. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy. Employees who feels they have been disadvantaged as a result of this Policy, or who believe this policy is not being adhered to, should make their feelings known to the Director of Human Resources or other designated individual.