University Policy 200.15 NEPOTISM

Responsible Administrator: Office of the President Responsible Office: Office of Human Resources Originally Issued: June 2006 Revision Date: Authority: Office of the President

Policy Statement

It is the policy of Claflin University to maintain a work environment that provides for the fair, just, and equitable treatment of all employees. The University does not permit the supervision of an employee by a member of his or her immediate family.

Statement of Purpose

This policy establishes guidelines to ensure equal employment opportunity while maintaining high standards of ethics, integrity and professionalism in its employment and promotional processes. The University prohibits the supervision of an employee by an immediate family member. It is also the policy of the University to maintain an effective and productive workforce by not discriminating against hiring qualified, competent, and suitable family members of current employees.

The term "family member" is defined in these guidelines by the following relationships through blood or marriage:

 Spouse, parent, child, grandparent, grandchild, brother, sister, halfbrother, half-sister, uncle, aunt, nephew, niece, step-discriminatiineduitable ute879s6n-lav8 • A family member will not be employed to work in an area where the newly hired employee will be responsible for the direct supervision of another family member.