

Policy & Procedure Manual

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**HIRING RELATIVES – HR-I-5**

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**POLICY:**

It is the policy of OPTIONS to hire the best qualified employees available for all jobs. However, it is necessary that judgment be used in the placing of employees that are closely related.

Therefore, while any person may apply for hire, OPTIONS NORTHWEST does not encourage the employment of close family relatives in the same department. Under no circumstances may a person directly supervise or be directly supervised by a close family member, or may close family members be employed or promoted to positions in different departments that could lead to a conflict of interest situation.

For interpretation of this policy, a close family relative is defined as:

Husband, Wife, Common-law Partner, Mother, Father, Mother-in-law, Father-in-law, Son, Daughter, Son-in-law, Daughter-in-law, Brother, Sister, Aunt, Uncle, First Cousin, Brother-in-law, Sister-in-law.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Client Services Administration

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

