

# Jefferson County Local Development Corporation

## Anti-Nepotism Policy

**Effective Date:** January 9, 2025

### 1. Purpose

The purpose of this Anti-Nepotism Policy is to ensure a fair, equitable, and transparent environment for all employees by preventing nepotism or favoritism based on familial or personal relationships in hiring, promotions, or other employment-related decisions. This policy aims to avoid potential conflicts of interest and ensure decisions are made based on merit and qualifications.

### 2. Scope

This policy applies to all employees, contractors, and managers of Jefferson County Local Development Corporation, regardless of position or seniority. It encompasses all stages of employment, including recruitment, hiring, promotion, transfer, compensation, and performance evaluations.

### 3. Definition of Nepotism

Nepotism refers to the practice of showing preferential treatment to family members, relatives, or close personal connections in employment decisions, including but not limited to:

- Hiring or promoting family members or close associates over other qualified candidates.
- Providing special privileges or treatment to relatives or friends in the workplace.
- Allowing personal relationships to influence professional decisions.

For the purposes of this policy, "family members" include but are not limited to:

- Spouse/partner
- Parents and stepparents
- Children, stepchildren, and adopted children
- Siblings, half-siblings, and in-laws
- Extended family members (e.g., uncles, aunts, cousins)

### 4. Policy Guidelines

- **Hiring:** Family members or close personal associates of current employees will not be considered for employment in the same department or reporting structure, or where their employment could create a conflict of interest. Hiring decisions will be based solely on the qualifications and merit of candidates.

- **Promotions and Transfers:** Employees will not be promoted, transferred, or otherwise placed in positions where a relative, spouse, or close associate would be in a supervisory or reporting relationship. All promotions and transfers will be based on performance, qualifications, and business needs.
- **Supervisory Relationships:** Employees are prohibited from directly supervising or having a direct influence over the employment decisions of their relatives, spouse, or close personal associates. If such relationships are present, the employee will be reassigned to another role or the reporting structure will be adjusted to ensure neutrality.
- **Conflict of Interest:** Any employee who is in a familial or personal relationship with another employee must disclose this relationship to their manager or Human Resources to prevent potential conflicts of interest in decision-making.
- **Special Privileges:** Employees must not offer or accept any special privileges or benefits based on familial or personal relationships that are not available to other employees.

## 5. Exceptions

In certain cases, exceptions to this policy may be made, but they must be reviewed and approved by senior management and Human Resources. These exceptions may be granted if it is determined that no conflict of interest or appearance of impropriety exists, and that the individual in question is qualified and capable of fulfilling the responsibilities of the position.

## 6. Reporting Violations

Employees who believe they have witnessed or experienced nepotism, or have concerns regarding potential violations of this policy, should report it immediately to their supervisor, Human Resources, or through the company's confidential reporting system. All complaints will be taken seriously and investigated promptly. Retaliation against employees who report violations of this policy will not be tolerated.

## 7. Consequences of Policy Violations

Any employee found in violation of this policy may be subject to disciplinary action, up to and including termination of employment. Violations may include, but are not limited to, engaging in nepotism, failing to disclose a familial or personal relationship, or attempting to influence employment decisions in favor of family members or associates.

## 8. Policy Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any updates or amendments to the policy will be communicated to all employees.

## 9. Acknowledgment

All employees will be required to acknowledge their understanding of and commitment to this policy by signing an acknowledgment form upon hire and periodically thereafter.

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Jefferson County Local Development Corporation is committed to maintaining a workplace that is free from nepotism, where all employees have equal opportunities based on merit and ability. This policy is designed to promote fairness, transparency, and integrity in all aspects of employment.