## Policy:

Area Agency on Aging, Inc. promotes employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. For purposes of this policy, "relative" includes the employee's spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relative and any other member of the employee's household.

## Procedure:

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, Area Agency on Aging, Inc. will hire or consider other employment actions concerning relatives, "close friends" or "significant others" of persons currently employed only if a) candidates for employment will not be working directly for or supervising a relative and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, wages and leave requests.

Employees who marry, enter into a legally recognized domestic partnership or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees or b) an actual conflict of interest or the appearance of a conflict of interest. Should one of these situations occur, Area Agency on Aging, Inc. will attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which one of them will resign.

This policy applies to all categories of employment at Area Agency on Aging, Inc. including regular, temporary and part-time classifications.