

3.07 Nepotism/Employment of Relatives

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide an environment in which to train and work that is fair for all employees and participants.

Procedure:

No employee or participant is permitted to work or train for Licking/Knox Goodwill Industries, Inc. under the direct or indirect supervisory authority of a member of said employee's immediate family.

Immediate family is defined, for the purpose of this policy, as spouse, domestic partner, significant other, parents, children, siblings, grandparents, grandchildren, in-laws, aunts, uncles, cousins, nieces, and nephews. This policy covers biological relationships, marriage relationships and step relationships.

If approved for hire, under no circumstances will the relative be placed within the same Goodwill work site where another immediate family member, domestic partner, legal ward, or guardian is employed.

The assignment of an employee within the same Goodwill work site where another immediate family member, domestic partner, legal ward, or guardian is employed is prohibited.

Employed relatives may be eligible and considered for future transfer to another Goodwill work site but are prohibited from transferring to the same Goodwill work site in which another immediate family member, domestic partner, legal ward, or guardian is employed.

If two employees become related while working for Licking/Knox Goodwill Industries, Inc., they both will be allowed to remain with the company. However, if one of them supervises the other, only one of the two employees will be allowed to keep his or her current position and the other employee will be given the choice of transferring to another position or leaving the organization.