



Anti-Nepotism Policy

For the purposes of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and, a daughter or son of an employee’s domestic partner.

The employment of relatives can cause problems including but not limited to charges of favoritism and conflicts of interest that may work to the disadvantage of both the organization and its employees. At the same time, TRA is small and relies heavily on volunteer efforts, including that of spouses, children and other relatives of staff and board members.

It is the goal of TRA to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. Therefore, the organization has determined that it may employ individuals or use the services of volunteers with personal relationships to current employees or board members under the following circumstances:

- Spouses/Partners do not work under the direct supervision of their spouse/partner;
- A supervisor/subordinate relationship with a family member will be avoided, if other supervisory arrangements are available;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest;
- Employees may not audit or review in any manner a relatives work;
- A person may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the agency’s Board or any Committee or Council which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

This policy must be considered when hiring or promoting any employee.

Should relationships addressed within this policy be identified with either candidates for employment or, current employees the matter should be reported to the Chair of the Governance Committee and the following policies and procedures followed:

- A determination will be made whether the relationship is subject to the agency's Anti-Nepotism policy based on the conditions described above; and
- If the relationship is determined to fall within one or more of the conditions described in this policy the Governance Chair in consultation with the affected employees and the organization's Executive Director/CEO will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Governance Chair in consultation with the agency's ED/CEO shall determine which employee must resign in order to resolve the situation.

The organization reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The agency reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every employee to identify to the TRA Governance Chair any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action including termination of employment or release of duties.

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Ticonderoga Revitalization Alliance is a not-for-profit, local development corporation whose mission is to restore economic prosperity in the Ticonderoga region by serving as a catalyst for innovative ideas and resources, and for public-private partnerships and investment opportunities.

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