

## Sons of Union Veterans of the Civil War Nepotism Policy

The employment of relatives as independent contractors or part time employees can cause various problems including but not limited to charges of favoritism, conflicts of interest, and other unforeseen disadvantages for the Sons of Union Veterans of the Civil War, hereafter referred to as the SUVCW.

For the purposes of this policy the term “relative” shall include the following relationships: a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members.) The term also includes domestic partners with whom the employee’s life is interdependent and who share a common residence.

The goal of the SUVCW is to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or management disruptions exist. The SUVCW may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the individual with whom they have relationship.
- Individuals may not be paid through any fund controlled by the individual with whom they have a Relationship.
- 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.
- They 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 SUVCW’s Council of Administration or any Committee which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

The SUVCW 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 any potential or existing personal relationship which fall under the definitions provided in this policy.

All allegations, of alleged wrong doing should be reported in accordance with the Sons of Union Veterans of the Civil War Constitution and Regulations Chapter IV, Discipline, Articles 3 through 27.

All allegations, evidence, and testimonies presented to the SUVCW Hearing Councils, or to the Council of Administration as described in Article 6mbm Articles 11, and Article 17, will remain as confidential as possible until a finding of guilt has been determined. At that time, the finding of the hearing counsel will be published for dissemination to the membership in accordance with the Constitution and Regulation of the Sons of Union Veterans of the Civil War Chapter IV, Discipline, Article 27