

Employment of Relatives		COO Approval Date	
		COO Signature	
		BOARD Approval Date	
Author	Grace Austin	CEO Approval Date	
Owner	Grace Austin	CEO Signature	
Owner-Title/Dept	Head of Finance & Administration	Version #	First Read 1.29.20
Regulatory Compliance		Regulation #	

Scope/Applicability

This policy describes Health Information Alliance, Inc. guidelines regarding nepotism, or favoritism based on a family relationship, in order to minimize undesirable situations including ineffective supervision, effects on morale due to perceptions based on favoritism, and loss of superior talent. HIA, Inc. does not discriminate in favor of or against job applicants because blood or marriage (including civil union) relates them to employees of HIA, Inc. See also Harassment Policy.

This policy applies to all employees, contracted employees, volunteers, and interns of HIA, Inc.

Definitions

Family Member or Relative - For purposes of this policy, family member or relative is defined as one of the following:

- Relationships by blood or law - parent, child, brother, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and
- Relationships by marriage - husband, wife (in each case, as defined by state law), step-sibling, step-parent, step-child, brother-in-law, sister-in-law, parent-in-law, parent in-kind (foster child, adopted child, legal guardian), sister-in-law, brother in-law, daughter in-law, son-in-law, half-brother, half-sister, aunt, uncle, nephew, niece or nephew, spouse/partner of any of the above and co-habiting couples or significant others.

Employee – For purposes of this policy, the term “employee” includes contracted employees, volunteers, residents, and interns.

Policy Statement

HIA, Inc. does not discriminate in favor of or against job applicants because they are related to

existing employees of HIA, Inc. However, the employment of family members or relatives has the potential to impact the employee's status, morale and/or attitude. Therefore, the following guidelines are followed in employing, transferring or promoting relatives, salary considerations, and/or other management or personnel considerations.

No family members or relatives may be employed, transferred or promoted into a job where they supervise or are supervised by another relative or family member.

Candidates for employment will not occupy a position in the same line of authority which employees can initiate or participate in decisions involving a direct benefit to the family member.

Relatives may not be employed within the same or related departments where regular interaction, contact or proximity is required for the conduct of business.

Evaluation/Review

The overall performance of the organization in meeting the objectives of this policy is assessed annually by the Chief Financial Officer. The evaluation consists of review of this policy annually, revising and updating as needed.