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[Company/Organization Name]

Effective Date: [Date]

**Employment of Relatives Policy**

**1. Purpose:**  
The purpose of this policy is to establish guidelines and procedures for the employment of relatives at [Company Name]. This policy aims to ensure fair and transparent hiring practices, prevent conflicts of interest, and maintain a professional work environment.

**2. Definition of Relatives:**  
For the purpose of this policy, "relatives" are defined as individuals who have a close personal relationship with each other, either by blood or marriage. This includes but is not limited to spouses, siblings, parents, children, in-laws, and domestic partners.

**3. Prohibition on Nepotism:**  
a. [Company Name] is committed to maintaining a fair and impartial hiring process. Nepotism, which is the preferential treatment of relatives in the hiring process, is strictly prohibited.  
b. Relatives of current employees are welcome to apply for job openings within the company, but their selection will be based solely on their qualifications, skills, experience, and suitability for the role.

**4. Reporting of Relationships:**  
a. Employees are required to disclose any existing relationships with current or potential job candidates to the HR department during the recruitment process.  
b. HR will maintain records of reported relationships and take necessary steps to avoid any potential conflicts of interest during the hiring process.

**5. Direct Reporting Relationships:**  
a. In order to prevent conflicts of interest, relatives shall not be placed in direct reporting relationships with each other. This means that one relative should not be the supervisor, manager, or team leader of another relative.  
b. If a situation arises where relatives are in a direct reporting relationship due to organizational changes, efforts will be made to reassign or transfer one of the relatives to a different department or team.

**6. Conflict of Interest:**  
a. Employees must avoid any situation that may result in a conflict of interest between their personal relationships with colleagues and their professional duties.  
b. If a conflict of interest arises due to the employment of relatives, employees must disclose it to their supervisor or HR department promptly.

**7. Promotion and Advancement:**  
a. Promotion and advancement decisions will be based on merit, performance, and qualifications. Relatives will not receive preferential treatment in these processes.  
b. Performance evaluations and promotion decisions will be made objectively, following the company's standard procedures and guidelines.

**8. Confidentiality and Data Security:**  
a. Employees must maintain confidentiality regarding sensitive company information, including any information related to their relatives' job applications or performance.  
b. Access to employee data, including that of relatives, will be limited to authorized personnel only, in accordance with data protection and privacy policies.

**9. Unprofessional Conduct:**  
a. Any unprofessional conduct, favoritism, or discrimination arising from the employment of relatives is strictly prohibited and may lead to disciplinary action, up to and including termination of employment.  
b. [Company Name] encourages employees to report any concerns or instances of potential nepotism or unprofessional conduct to the HR department or through the company's confidential reporting channels.

**10. Policy Review:**  
This Employment of Relatives policy will be periodically reviewed to ensure its effectiveness and alignment with changing company needs, regulations, and industry best practices.

By implementing this Employment of Relatives policy, [Company Name] aims to maintain a fair and ethical work environment while promoting transparency and professionalism in all aspects of employment.

**Employee:**

I have read and understood the Employment of Relatives Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]