

Title: Nepotism Policy

Procedures & Forms

HR Policies and Procedures
Federal Law
Employee Dating Policy

Effective Date:

This version supersedes all previous policy and practices related to Nepotism Policy. This policy is effective 1st September, 2016

Background

KOJ Group LLC prides itself on being an equal opportunity employer. No one will be hired based upon any relationship, but on an objective evaluation of ability or suitability based on approved selection methodology.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

KOJ Group LLC will always hire employees based on their experience, skills and merit. If an employee's family member is interested in a position with KOJ Group LLC, they should apply through standard channels.

Most open positions are posted on the intranet before they are placed in employment publications. This is the only advantage that will be exercised by family or friends of employees who wish to apply.

For purposes of this policy, relatives are any persons who are related to each other by blood or marriage or whose relationship is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not occupy a position where another member of the family could have any influence in the way they are managed or alternatively use their relationship to expect special treatment. An example of this is where one member of a family is employed with KOJ, with a managerial position - then the second family member should work for a different department or brand.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the person in the senior position involved in the relationship to disclose the existence of the relationship to management.

In cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.