

Purpose of the Nepotism Policy

The employment of family members can cause conflicts of interest, hurt feelings, and limit the diversity of our workforce. Irvine International Academy believes in hiring and promoting people based on their knowledge, skills, abilities, and potential. As such, we wish to reduce the potential conflicts of interest that can occur when family members work together.

Definition of Family Members

For the purpose of this policy, a family member is defined as spouse, partner, parents, step-parents, siblings, step-siblings, aunts and uncles, nieces and nephews, grandparents, grandchildren, or cousins. In-laws (or partner's family) are also considered family. Other non-family relationships can be considered on a case-by-case basis.

Nepotism Policy

No family members shall:

- Work in the same department or share a manager.
- Have any reporting relationship between them.
- Oversee processes that will affect a family member. For instance, HR employees may not be a business partner, employee relations manager, or compensation supervisor over any department that the family member is in.
- Participate in any disciplinary or reward decision that directly affects an individual family member.

This policy shall be enforced when hiring, promoting, or transferring employees.

When dealing with outside firms, either as vendors, clients, or service providers, these same guidelines shall apply.

When Relationships Change

Your company understands that family relationships can change throughout employment. People may date and marry over the course of employment.

If a new relationship violates the nepotism policy (for example, a new romantic relationship, a family marriage that creates an aunt/uncle/niece/nephew

relationship), report the change or potential change to your Human Resources representative as soon as possible. Human Resources will work with you, your family member, and your manager(s) to find a solution that doesn't violate the nepotism policy.

If you have any concerns about relationships within the business, please notify the Human Resources Department as soon as possible.