

**MENNONITE VILLAGE
POLICY & PROCEDURE**

TITLE: Family Relationships in the Workplace

PROCEDURE NO: HR 700.14

REPLACES: None

PAGE(S): 1

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PURPOSE:

To define Mennonite Village's policy regarding family relationships in the workplace.

POLICY:

Family, for the purposes of this policy, consists of the employee's spouse, domestic partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father in-law, mother in-law, grandparents, aunt, uncle, niece, nephew, step/adopted parent, step/adopted child, step/adopted sister, step/adopted brother, step/adopted grandparents, or former spouse or former domestic partner.

Hires, promotions and transfers to positions at Mennonite Village will be based on merit as determined by a comparison of job-related qualifications. Discrimination in favor of candidates who are related to persons involved in, or having an effective influence upon, the selection process of those candidates is prohibited.

No individual shall be hired, promoted or transferred to a position in which he/she would supervise or be supervised by a member of his/her family.

The supervisor of a prospective hire who is related to someone currently working at Mennonite Village, must consult with HR before an offer is made. That hire must ultimately be approved by the VP Operations or the CEO before the offer of employment is made.

Nothing in this policy should be construed to prevent the employment of more than one member of a family at Mennonite Village, provided that employment has been based upon merit principles, and a member of the employee's family does not influence selection and would not be placed in a position of supervisory authority over the prospective employee.