

Chapter:	Human Resource Management		
Title:	Consensual Relationship, Employment of Relatives		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec	Adopted Date: 08.2020 Review Date: 06.2024	Related Policies: Conflict of Interest Progressive Discipline Relationship with Clients Standards of Conduct

Purpose:

Hopeful Horizons (HH) has adopted a policy on Consensual Relationships and Employment of Relatives to clarify the challenges they present, to prevent problems of supervision and to limit or prevent conflicts of interest.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy:

HH prohibits employment of personnel who are relatives by blood or marriage of an employee or a member of the Board. Further, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting relationship to each other. For this purpose, relationships between supervisors and non-supervisors, even where there is no direct-reporting relationship are strongly discouraged and may be prohibited depending upon the supervisor’s position with HH.

- A. Notice: If employees are currently or become engaged in a dating relationship, or are members of the same household, and if one party is in a supervisor or management position, the person in the supervisor/management position is required to inform Human Resources (HR) of the relationship. If two employees of Hopeful Horizons become related by marriage, they also must inform their supervisor and Human Resources.
- B. Policy Violation: Violation of this policy shall handle at the discretion of HH under the direction of the Chief Executive Officer in consultation with the employees supervisor and HR and in accordance with HHs’ [Progressive Discipline](#) policy.

HH reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or supervisor involved.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

1. **Dating Relationship:** Includes, but is not limited to casual dating, serious dating, casual sexual involvement where the parties have no intention of carrying on a long-term relationship, cohabitation, and/or any other conduct or behavior normally associated with romantic or sexual relationships.
2. **Relatives by Blood or Marriage:** Include current spouse, children, parents, grandparents, grandchildren, brothers and sisters, brothers and sisters-in-laws, mother and father-in-law, uncles, aunts, nieces, nephews, and step relatives including children, father, mother, sisters, or brothers.

Other Related Materials:

NA

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
06.2024	This policy is updated to the new template and adds communication and training, definitions, other related material and references as applicable.	R. Lucovich, HR Spec.