

BATAVIA DEVELOPMENT CORPORATION

Anti-Nepotism Policy

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage to the organization.

For the purposes of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner.

It's the goal of the organization to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist.

This policy should be considered when hiring, promoting or transferring any employee. Should relationships addressed within this policy be identified with either candidates for employment or during Board member recruitment the matter should be immediately reported to the Executive Committee to conduct the following review:

- A determination will be made whether the relationship is subject to the agency's Anti-Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy, the Executive Committee reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy.

It is the responsibility of every employee to identify potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

MOTION to adopt the Anti-Nepotism Policy.

Peter Casey 2nd Pier Cipollone vote: carried

**Peter Casey, Pier Cipollone, Ray Chaya, Mary Valle,
Steve Pies, Barb Shine, Susie Ott**

DATE: November 23, 2016