



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	HRM-4001	<b>Policy Title:</b>	Nepotism and Personal Relationship Policy
<b>Effective:</b>	08/01/2018	<b>Responsible Office:</b>	Human Resources
<b>Date Approved:</b>	07/17/2018	<b>Approval:</b>	EVP and Chief Operating Officer
<b>Replaces Policy Dated:</b>	02/14/2016	<b>Responsible University Official:</b>	Chief Human Resources Officer

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### PURPOSE:

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest often associated with the hiring of Family/Household Members, Intimate Partners, or individuals whose personal relationship to the supervisor may cause disruption or a conflict of interest in the workplace. Employment decisions and other business decisions must be based solely on University needs and individual qualifications, skills, ability and performance.

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### SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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### POLICY STATEMENT:

#### *HRM-4001.1 – Definitions*

##### Family/Household Member

The spouse, domestic partner and, whether by blood, adoption, marriage or domestic partnership, the child, parent, grandparent, sibling, grandchild, aunt or uncle, niece or nephew, first cousin, or any person residing in the immediate household of the University employee, or their spouse or domestic partner.

# HRM-4001 – Employment of Relatives

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## Intimate Partner

A person with whom an employ is having or, within the last twelve months, had a romantic and/or sexual relationship.

### *HRM-4001.2 – Policy*

No supervisor may influence, directly or indirectly, the hiring, salary, promotion, performance appraisals, work assignments or other working conditions of a Family/Household Member or Intimate Partner.

If a situation emerges in which an employee may be in the position of supervising, directly or indirectly, a Family/Household Member or Intimate Partner as defined in this policy, the employee must discuss the matter, confidentially, with their supervisor or with Human Resources to address the conflict and make arrangements to ensure that employment-related decisions are made by someone who does not have such a relationship.

## **RELATED POLICIES:**

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No related policies

## **POLICY BACKGROUND:**

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*Original policy in existence prior to 2007*

*Previous policy approved 02/14/2016*

*Update in 2018 was reviewed by Deans and President's Cabinet before approval on 07/17/2018*

## **POLICY CONTACTS:**

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Chief Human Resources Officer