**New Policy:**

**Staff Handbook - Right & Responsibilities**

**Staff Family and Other Close Relationships**

Approved: By College Officers

Date Established: 10/1/18

**Policy Statement**

The College permits the hiring within the college community of individuals of the same family or those who have a personal relationship. However, to avoid conflicts of interest or preferential treatment, hiring within the same department normally is prohibited for individuals of the same family or for those who have a personal relationship. A staff member may not initiate or participate in, directly or indirectly, decisions involving a direct benefit to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom staff have an intimate relationship**.** Decisions involving a direct benefit include initial hire or rehire, supervision, promotion, salary, evaluation, work assignments or other decisions related to employment or working conditions.

**Scope / Responsibilities**

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The College views such conflicts of interest as seriously as it does those involving family members or blood relatives.

This policy applies to all types of staff hiring and employment.

This policy applies to relationships between staff and community members including volunteers, contractors, and vendors.

Under reasonable circumstances, limited exemptions to this policy may be granted by Human Resources and the appropriate divisional Vice President. In these situations, arrangements will be made if necessary to minimize any potential conflicts of interest.

Individuals who experience, witness, or learn about possible violations of this policy or who have questions about this policy should consult with their supervisor, divisional leadership, the Ombuds office, Title IX Coordinator or Human Resources. All supervisors or managers are required to report possible violations to their divisional leadership or Human Resources.

**Policy Violations**

Failure to abide by this policy will result in discipline to the staff members, up to and including dismissal from employment at the College.

**Related Policies:**

Mount Holyoke College [Code of Ethical Conduct](https://www.mtholyoke.edu/risk/code-ethical-conduct) – Conflict of Interest