



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Vice President for Human Resources
Responsible Office: Office of the Vice President for Human Resources
Origination Date: Not Available
Last Amended Date: December 31, 2005

NEPOTISM IN EMPLOYMENT POLICY

Policy Statement

It is the position of the university that all employees should enjoy the same treatment during their tenure. As such the university has implemented policies to prevent unfairness in the employment relationship between relatives, members of the same household or related parties. A university employee may not directly influence decisions related to the recruitment, hiring or the terms and conditions of employment of a person who is a member of the employee’s immediate family, with whom he or she shares a household, or with whom he or she has a personal relationship.

Reason for Policy/Purpose

The university is committed to the highest standards of conduct and expects all members of its community to adhere to them. Members of the university community must avoid conflicts of interest, situations that might be perceived of as conflicts of interest, or situations that might impair objective judgment or be perceived as biased.

Who Needs To Know This Policy

Faculty and staff

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Policy/Procedures

The employment of members of the same immediate family, of those who share a household, or of those with other types of personal relationships may create conflicts of interest or the perception of conflicts of interest. The university will use sound judgment in the placement of such employees in accordance with the following guidelines:

- Members of the same immediate family, same household, or those involved in a personal relationship (related parties) are permitted to work in the same university department, provided that no direct reporting or supervisor-to-subordinate relationship exists. That is, no individual should have decision-making authority or significant influence over the hiring, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a related party.
- Individuals who become a related party to a GW employee while already employed at the university should promptly report that fact to each employee's supervisor, and both employees will be treated in accordance with this policy. If in the opinion of the university, the workplace organization implicates this policy, one of the employees may be transferred at the earliest practicable time, or other arrangements satisfactory to the Chair, Dean, Director or other senior supervisor of both individuals, and to the Vice President for Human Resources, shall be promptly implemented.
- If an applicant is otherwise qualified and might be selected for an available position but is a related party to an existing GW employee in the same department, the selecting authority should consult with Human Resources on the applicability of this policy and its motivating concerns before completing the hiring process.

Any exceptions to this policy must be approved by the Vice President for Human Resources or his/her designee.

Website Address

[GW University Policies](#)

Contacts

Subject	Contact	Telephone	Email Address
Questions	University Human Resources	(202) 994-9610	askuhr@gwu.edu

NEPOTISM IN EMPLOYMENT POLICY

Definitions

Immediate Family	Includes mother, father, children, sister, brother, spouse, any step-relation, domestic partner, grandparents, uncles, aunts, and cousins, and in-laws of the same relation as any of the foregoing.
Household	Includes anyone with whom the employee shares a house, apartment, or other living arrangement.
Personal Relationship	Includes a romantic/intimate relationship or other relationship in which there is a strong bond between the individuals.

Related Information

[Conflict of Interest Policy for Non-Faculty Employees](#)
[Conflict of Interest Records Entry Policy](#)

Who Approved This Policy

Beth Nolan, Senior Vice President and General Counsel

History/Revision Dates

Origination Date:	Not Available
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