

**Subject: PERSONNEL POLICY #25
FRATERNIZATION**

Choices In Community Living recognizes some potential disadvantages inherent in certain organizational relationships between employees who are otherwise involved in personal relationships.

The agency defines personal relationships as follows:

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| Family: | Relatives including spouses, parents, grandparents, siblings, aunts, uncles, first cousins and in-laws |
| Domestic: | Persons residing within the same home |
| Social: | Consensual relationships that may have the potential of sexual harassment |
| Business/Financial: | Relationships in which one or the other employee may experience significant financial gain or loss |

The agency defines organizational relationships as follows:

- One employee who directly or indirectly supervises another employee
- One employee whose position requires the handling of the financial, accounting or confidential information of another employee
- One employee whose position allows influence on the employment status, performance appraisal, pay, benefits or other terms or conditions of employment of another employee

Choices In Community Living prohibits employees from involvement in both a personal and organizational relationship.

The agency will not ordinarily hire, transfer or promote an individual with a known defined personal relationship into a defined organizational relationship.

The agency expects employees who become aware of or involved in a prohibited relationship to notify their supervisor, the human resources director or the executive director. When the agency becomes aware of such a relationship, it may attempt to resolve the conflict through reassignment. If reassignment is not feasible or in the best interests of the agency, the agency will request that one of the employees involved voluntarily resign. If neither employee voluntarily resigns, the agency will terminate one of them, determined by the needs of the agency. If the agency determines that the prohibited relationship existed without timely management notification, it will terminate the ranking management employee.

This policy applies to all employees, regardless of classifications. It is intended not to single out any individuals but to protect the good morale and effectiveness of our employees, as well as the agency's business interests.