



## COLLEGE POLICY

<b>Policy Name:</b> Nepotism	<b>Policy Number:</b> CP 5.21
<b>Board Policy Reference:</b> n/a	<b>Approvals:</b> College Advisory Council 2/25/25 Faculty Council 4/25/25
<b>Applicable WAC/RCW:</b> n/a	

### Cascadia College Nepotism Policy

#### Purpose:

The purpose of this policy is to promote fair and equitable practices in employment, avoid conflicts of interest, and ensure that personal relationships do not influence decisions related to hiring, promotion, supervision, or other employment matters at Cascadia College.

#### Scope:

This policy applies to all employees, contractors, volunteers, and Board of Trustees members at Cascadia College.

#### Policy Statement

Cascadia College prohibits favoritism or bias resulting from personal relationships in hiring, supervision, evaluation, promotion, or any other employment-related decisions. The intent is to maintain a workplace that fosters impartiality, equal opportunity, and fairness for all employees.

#### Definitions

**Nepotism:** Favoritism shown to a relative or personal associate in hiring, promotion, or other employment practices.

**Relative:** For the purposes of this policy, a relative includes spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, in-laws, or step-relations.

**Personal Relationship:** Any relationship that may create a conflict of interest, such as romantic partnerships, close friendships, or business partnerships outside of the workplace.

## Prohibited Practices

1. Hiring and Supervisory Relationships: Employees are prohibited from participating in decisions that directly impact the hiring, supervision, evaluation, promotion, discipline, or termination of a relative or someone with whom they have a personal relationship.
2. Workplace Assignments: Relatives or individuals in a personal relationship may not be assigned to positions where one directly or indirectly supervises or evaluates the other.
3. Conflict of Interest: Employees must disclose relationships that may give rise to perceived or actual conflicts of interest.

## Disclosure Requirements

Employees, candidates for employment, and supervisors are required to disclose any relationship that may fall under this policy. This disclosure must be made in writing to the Human Resources Department as soon as the relationship is known or develops.

## Exceptions

Cascadia College acknowledges that in limited circumstances, exceptions may be necessary. Exceptions must be approved in advance and in writing by the President or a designated representative. Steps will be taken to mitigate any potential conflicts of interest, such as reassigning supervisory duties or implementing additional oversight mechanisms.

## Enforcement

1. Corrective Actions: Failure to disclose a relationship as required by this policy or engaging in prohibited practices may result in disciplinary action.
2. Investigations: Allegations of nepotism will be promptly and impartially investigated by the Human Resources Department

## Policy Review

This policy will be reviewed periodically to ensure compliance with legal requirements and alignment with Cascadia College's mission and values.