

PHS NEPOTISM DISCLOSURE



Presbyterian Homes & Services (PHS) recognizes the potential value of current employee referrals of high-quality, high-integrity individuals for available employment opportunities. We believe that often our best source of great, new employees is our current employees.

PHS is also committed to not discriminate in employment actions, with respect to employees or applicants on the basis of marital or family status. Standards for hiring, promotion, performance evaluations, salary actions, working conditions or terminations will be handled with objectivity and without regard to factors such as close family relationships. If those referrals are family members – either blood relatives, related through marriage, or domestic partners as defined in the attached Nepotism Policy – we require that those relationships be disclosed via completion of this document and submitted **in advance of hire**, to the Regional Human Resources Director.

Disclosure of this information is the responsibility of the applicant. Additionally, in the event of marriage or other pertinent change in family relationship, it is also the employee(s)' responsibility to complete a disclosure document.

PHS reserves the right and will make every attempt to reassign employees where blood or marital relationships between employees (as set out in the attached Nepotism Policy) create adverse impact on supervision, safety, security, or morale. If reassignment is not possible, PHS reserves the right to terminate the employment of one or the other affected employee.

As a current employee, I understand my responsibilities and agree not to exercise inappropriate influence, or interfere with the employment activities of my relative listed below. As a new employee, I understand that I will be held to performance and behavior expectations consistent with others in my role and community.

Current Employee Name (Printed)

Campus

Current Employee Name (Signed)

Position Title/Department

Applicant's Name (Printed)

Campus

Applicant's Name (Signed)

Position Title/Department

Relationship

Regional HR Director Signature

Date