



POLICY NAME	Nepotism in the Workplace Policy	POLICY NO.	BA437
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs - Human Resources		
EFFECTIVE DATE	09-MAY-2022	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

Western New Mexico University is committed to the highest standards of conduct, to which all employees of its community are expected to adhere. Therefore, employees are obligated to avoid conflict of interest situations that might be perceived as an impairment to objective judgment or be perceived as biased.

POLICY:

Western New Mexico University has implemented policies to prevent conflicts of interest in the employment relationship between relatives. Therefore, a university employee may not directly influence decisions related to the recruitment, hiring or the terms and conditions of a person who is a member of the employee's immediate family, with whom they share a household, or with whom they have a personal relationship.

- Members of the same immediate family, same household, or those involved in a personal relationship (related parties) are permitted to work in the same department, provided that no direct reporting or supervisor-to-subordinate relationship exists. No individual should have decision-making authority or substantial influence over the hiring, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a related party.
- If while employed with the university, an employee becomes related to another university employee, it should be reported promptly to each employee's supervisor, and a management plan will be implemented in accordance with the university's policy.
- In the event a qualified applicant is selected for employment with the university, but the available position is in the same department as an existing employee who is related to the applicant, then the appropriate office should be consulted regarding the concern and its applicability of this policy before beginning the hiring process.

DEFINITIONS:

- **RELATIVE:**
 - Spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin.
- **HOUSEHOLD MEMBER:**
 - Any person with whom the employee shares a house, apartment, or other living arrangement.
- **PERSONAL RELATIONSHIP:**
 - A romantic/intimate relationship or other relationship, which creates a strong bond between individuals.

EXCEPTIONS:

Upon written approval by the WNMU President.