

## Nevada Outdoor School Anti-Nepotism Policy

### A. Basic Terms:

Nevada Outdoor School (NOS) will not employ the immediate family or romantic partners of current employees, national service members or board members when:

1. One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
2. One party would handle confidential material that creates improper or inappropriate access to that material by the other;
3. One party would be responsible for auditing the work of the other; or
4. Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of NOS.

In cases where such situations clearly do not exist, NOS will allow the employment of relatives.

### B. Change in Circumstances:

If two employees marry, become related, become involved in a romantic relationship or begin sharing living quarters with one another, and in the judgment of the Board of Directors, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to remain employed with NOS, unless reasonable accommodations, as determined by the Executive Director (ED) can be made to eliminate the potential problem. The decision as to which employee will remain with NOS must be made at a meeting with both employees, the ED and board president within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other.

The ED may, on a case-by-case basis without any precedent setting, approve a formal request for a temporary exemption from the provisions of this policy. Such exemption is always temporary and may be subject to cancellation by the ED without notice, explanation or justification. When a temporary exemption is made, the ED may require affected employees to sign a letter of understanding at his/her discretion.

Employees who, due to a change in circumstances, find themselves in a situation as described above, must immediately notify their direct supervisor, or the ED.

C. Failure to Disclose:

Any failure by an employee to disclose a relationship which creates one of the situations described above will result in disciplinary action in accordance with NOS policies up to and including termination of employment.

D. Executive Involvement:

If such scenario arises in that the ED or Board President is one of the involved parties, a suitable appointee of the Board of Directors will serve in their capacity regarding this policy.

E. Definitions for Purposes of this Policy:

"Immediate Family" include current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means those employees having a legal marital relationship or a recognized long-term shared living quarters relationship. "Employee" refers to NOS staff, national service members and voting members of the Board of Directors. "Romantic Partner" refers to parties involved in a recognized, outside of work, romantic relationship.