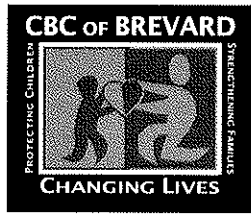


Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: HR- Work Environment COA: HR1.03, ETH 2
CFOP: NA

Procedure Name: Nepotism
Procedure Number: HR-2214
Revision #/Date: (2) 03/07, (3) 1/29/09
Effective Date: 9/04

Applicable to: All CBCB Staff

SUBJECT: Nepotism

PURPOSE: To ensure that that CBC of Brevard prohibits preferential treatment and nepotism and avoids the potential or perception of conflict of interest with regard to employment decisions including hiring, training and advancement opportunities, supervision and promotion with regard to family members.

PROCEDURE:

References

CBCB Policies/Procedures: GOV013

Overview

1. CBC of Brevard works to create a positive and productive work environment for all employees. Consequently there may be opportunities when family members wish to make application for open positions within the company. The Agency strives to balance the needs of the Agency with making sound business decisions that will avoid the potential of preferential treatment, the perception of preferential treatment and/or the potential for conflict of interest.
2. Regarding the employment of qualified relatives of current family members, the Agency has developed specific criteria to both accommodate qualified family members joining the organization while ensuring that the Agency exercises sound business judgment in the placement of related employees to avoid the potential for favoritism or a conflict of interest.
3. For the purposes of this policy, "qualified relatives," of family members is defined to include a spouse, partner, child, parent, sibling, aunt, uncle, grand-relation, first cousin, and in-law or step relationship.
4. Family members (as defined above) of the Chief Executive Officer and the Board of Directors are prohibited from employment at CBC of Brevard due to the potential for conflict of interest. Family members of Executive Management staff members applying for employment with CBC of Brevard will undergo the current administrative application and interview process and if it is determined the family member is the most suitable applicant, provision will be made to ensure there is no conflict in the reporting chain.

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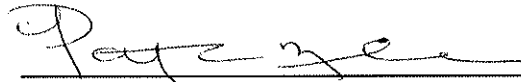
5. Therefore, in certain circumstances, CBC of Brevard may employ qualified relatives but limits the positions and reporting relationships that may be permitted. Family members of qualifying staff will not be employed:

- In a direct or indirect reporting relationship; or
- Where both individuals report to the same supervisor or manager; or
- In positions where sensitive information or cash activities could create a potential for a conflict of interest situation; or
- Where one member audits, verifies, receives or is entrusted with funds handled by the other family member; or
- Where one relative's work responsibilities, salary or career progress could be influenced by another relative.

6. Relatives may also be prohibited from working in the same Division or in specific positions where the Agency believes an inherent conflict of interest may exist.

7. In the event that current employees become involved in a relationship that is covered in this policy as a "relative" or "family member", it is understood that if that relationship results in violating this policy the Agency will review the situation and determine the appropriate course of action. This may result in one of the employees being transferred to an open position for which they are qualified or it may result in one of the staff members choosing to sever the employment relationship with the Agency.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/24/09