LOUISIANA HOUSING CORPORATION		
Policy Number 6	**Policy Name** Anti-Nepotism and Personal Relationships	**Original Effective Date** July 1, 2012
Issuing Department Human Resources	**Revision Dates** September 14, 2022	
Contact Human Resources	**Signature**	
Appointing Authority Joshua G. Hollins, Executive Director	**Signature**	

I. Objective

It is the position of the Louisiana Housing Corporation that all employees and applicants for employment be evaluated based on individual merit, professional qualifications, and performance and be treated fairly during their employment. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

II. Applicability

This policy shall apply to all employees of Louisiana Housing Corporation (LHC), hereinafter referred to as "LHC".

III. Definitions

1. Immediate Family:

   Mother, father, child, sister, brother, spouse, any step-relation, domestic partner, grandparent, uncle, aunt, cousin, and in-law of the same relation as any of the foregoing.

2. Household:

   Anyone with whom the employee shares a house, apartment, or other similar living arrangements.

3. Nepotism:

   Preference in employment or promotion on the basis of a family relationship rather than on the basis of merit.

4. Personal Relationship:

   A relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

IV. Policy

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department, work directly for, or supervise the employee with whom he or she is involved.

LHC reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect the terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a change in circumstance during the course of employment creates a conflict with this policy, both employees must report the potential conflict of interest to his or her Department Head and Human Resources immediately but no later than ten (10) calendar days of the event. Conflicts that may arise include but are not limited to:

- colleagues become related as a result of marriage,
- dating,
- living together, or
- an employee is transferred, resulting in an employee being in a position of unequal authority to another family member or related person

Both affected family members or related persons must take steps to eliminate the potential or actual conflict within 30 calendar days of the event. The employees may work with their manager and Human Resources to consider possible resolutions. If the employees are not able to eliminate the potential or actual conflict of interest in a manner acceptable to LHC, LHC has sole discretion to determine the appropriate resolution, including transferring or separating one or both of the involved employees.

V. Exceptions

Requests for exceptions to this policy, including situations in which one employee currently is in a position of unequal authority over a family member or related person, must be made in writing to the Executive Director for review and approval. Such requests should identify how potential conflicts of interest are mitigated. Due to constantly changing circumstances, LHC may withdraw any exception at any time.

VI. Retaliation

No member of the LHC may retaliate against an individual because of the individual's good faith participation in:

- Reporting or otherwise expressing opposition to, suspected or alleged misconduct;
- Participating in any process designed to review or investigate suspected or alleged misconduct or non-compliance with applicable policies, rules, and laws.

VII. Violations

1. Individuals who knowingly or intentionally file a false report or provide false or misleading information in connection with an investigation may be subject to disciplinary action up to and including termination of employment.
2. Failure to comply with this policy, including a failure of parties in a personal relationship to report a nepotism situation or personal relationships as required by this policy, may result in disciplinary action. When parties to a nepotism situation or personal relationships fail to participate in the processes described herein, the matter will be reported to the Executive Director, and disciplinary action may be imposed.

VIII. Questions

Questions regarding this policy should be directed to Human Resources.