328: Employment of Family Members

300: Human Resources · https://milo.masseyservices.com/docs/328-employment-of-family-members/

Section: Human Resources
Subject: Employment of Family Members
Approved by: Tony Massey
Effective Date: 19 October 2000
Last Reviewed Date: 1 August 2023
Policy Owner: Director of Human Resources

Policy

Employment of Family Members

At Massey Services, Inc., we acknowledge that team members' family members may be interested in seeking employment with our company. To foster a productive and impartial work environment, one that avoids potential conflicts of interest and perceptions of favoritism, we have implemented the following policy pertaining to the employment of family members.

For the purpose of this policy, the term "family member" encompasses a broad range of relationships, including but not limited to spouses, domestic partners, parents, children, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, cousins, guardians, wards, step-relatives, half-relatives, in-law relations, individuals living in one's household, and any other individual with a close bond that could potentially lead to conflicts within the employment relationship (for example, fiancés or individuals in a dating relationship).

This policy aims to ensure fairness and transparency in our hiring practices while upholding our commitment to maintaining a professional and conflict-free workplace for all employees.

Hiring of Family Members

At Massey Services, Inc., family members who wish to apply for a position within the company are required to follow the standard application process. During this process, both the applicant and

current team members should inform the Human Resources Department if there is a possibility of hiring a family member. Before hiring a family member who would be working in the same service center, department, or any other area where a potential conflict of interest may arise, approval from senior management, including the Executive Vice President, the President, or other senior executives, is mandatory.

The hiring decisions concerning family members may also undergo a review by the Human Resources Department to ensure transparency and compliance with the company's policies. We believe that promoting a fair and unbiased work environment is essential, and this policy helps maintain a professional atmosphere within our organization.

Working Relationship of Family Members

Without prior approval from senior management, it is prohibited for family members to be in a direct supervisory relationship with one another or to hold a position that could potentially influence the following aspects of a family member's employment:

- Employment status
- Opportunities for transfer or promotion
- Salary considerations
- Other management or team member related matters

Moreover, we require that family members seek approval from senior management and inform the Human Resources Department before being employed within the same service center or department. This ensures transparency and enables us to manage potential conflicts of interest effectively.

Change in Relationship Status

If team members within the same service center, department, or those holding supervisory positions or positions of influence over one another engage in a romantic relationship, get married, cohabitate, or qualify as family members as per the definition outlined in this policy, it is required that they promptly notify the Human Resources Department. Subsequently, the Human Resources Department will inform senior management about the change in relationship status.

As part of our commitment to maintaining a fair and unbiased work environment, Massey Services retains the exclusive authority to handle any potential conflicts of interest that may arise concerning

the employment of family members. This policy ensures that appropriate steps are taken to address and resolve such situations professionally and responsibly.

Downloads

Embedded media: https://milo.masseyservices.com/wp-content/uploads/2025/09/328-Employment-of-Family-Members.pdf

328 Employment of Family MembersDownload