

GRIFFIN TECHNOLOGY ACADEMIES BOARD OF DIRECTORS ANTI-NEPOTISM POLICY

Basic Principles

Consistent with the principle that Griffin Technology Academies (“GTA”) employees and prospective employees shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, sex, religion, sexual orientation, national origin, or any other factors not involving professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. No one with supervisory responsibility shall hire or recommend for hire any related person.
2. Related persons currently employed by GTA shall immediately disclose all family and personal relationships with other GTA employees. All persons wishing to be considered for employment with GTA shall disclose family and personal relationships with then-current GTA employees.
3. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
4. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the faculty or as a member of a committee, to participate in the evaluation or advancement or salary decision of the other related person.
5. No Board member, member of the GTA administration, or faculty member shall engage in recommendations, discussions, or otherwise participate in any final decision or recommendation relating to the appointment, promotion, retention, tenure, or other condition of employment of a related person.
6. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the GTA upon recommendation of a review committee comprised of the Superintendent and/or appropriate administrator(s), and upon

the approval of the Board of Directors. In the event that the Superintendent is a related party, then the Board of Directors shall directly consider the matter without the involvement of the Superintendent.

7. When other qualified candidates have not applied, assignments of short duration (generally less than sixty [60] working days), may be exempt from these guidelines.
8. This policy shall not supplant the application of conflicts of interest laws to GTA and the charter schools it operates.
9. No person in a supervisory role will be involved in a “personal” or romantic relationship with an employee who reports to them.
10. GTA understands that family relationships can change throughout employment. People may date and marry over the course of employment. If a new relationship violates the nepotism policy (for example, a new romantic relationship, a family marriage that creates an aunt/uncle/niece/nephew relationship), report the change or potential change to your Human Resources representative as soon as possible. Human Resources will work with you, your family member, and your manager(s) to find a solution that doesn't violate the nepotism policy. If you have any concerns about relationships within the business, please notify the Human Resources Department as soon as possible.

Definition of "Related Persons"

The following relationships create related persons for purposes of this policy:

- Parent and child
- Siblings
- Grandparent and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Spouses and registered domestic partners
- Guardian and ward
- Any corresponding in-law, step, or adoptive relative.