

Document Number:	HR005
Document Name:	Employment of Relatives/Family Members
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## 1.0 Policy Owner

Human Resources is responsible for the overall administration and interpretation of this policy. The President of Metro Plastics will make the final approval on any exceptions to this policy.

## 2.0 Purpose

Metro Plastics wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion, and transfer.

## 3.0 Scope

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Metro Plastics will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

## 4.0 Definitions

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

## 4.0 Procedure

Individuals will not be hired or promoted into a position that would create a conflict with Metro Plastics' policy. If employees begin a dating relationship or become relatives, partners, or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 30 days to resolve the situation on their own. After 30 days, if the employees have not yet resolved the situation on their own by means acceptable to Metro Plastics such as a transfer or employment outside the company, the employees' supervisors / managers will work with human resources (HR) to determine the most appropriate action for the specific situation. This may include the transfer or, if necessary, termination of one of the employees.

Any exceptions to this policy must be approved by the department director and HR. Written justification for the exception must be submitted to HR prior to any employment decisions.

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