

Windward Artists Guild

NEPOTISM POLICY

As Approved January 11, 2025

The employment of family members (nepotism) can cause conflicts of interest. The Windward Artists Guild has adopted a policy to lessen the possibility of conflicts of interest that can occur when family members work together. For the purpose of this policy, a family member is defined as a spouse, partner, parent, stepparent, sibling, stepsibling, aunt, uncle, niece, nephew, grandparent, grandchild, cousin, in-law (or partner's family member). Other non-family relationships can be considered on a case-by-case basis.

No family members shall:

- Work in the same department or share a manager.

- Have any reporting relationship between them.

- Oversee processes that will affect a family member.

- Participate in any disciplinary or reward decision that directly affects an individual family member.

When dealing with outside firms, either as vendors, clients, or service providers, these same guidelines shall apply.

If a new relationship violates the nepotism policy, the change or potential change must be reported to the Board of Directors as soon as possible.