

HALIWA-SAPONI INDIAN TRIBE, INC.
BOARD OF DIRECTORS

ANTI – NEPOTISM POLICY

Whereas, it is desirous to have a policy regulating the employment of individuals based on individual merit, and

Whereas, no individual should hold an unfair advantage over another based on family or personal relationships, and

Whereas, such acts of favoritism can be avoided by having a written policy that prohibits against acts of the sort,

Now, Therefore; the Board of Directors of the HALIWA-SAPONI INDIAN TRIBE, INC. hereby adopts the following ANTI – NEPOTISM POLICY:

Consistent with the BY-LAWS Of The HALIWA – SAPONI INDIAN TRIBE governing **Conflicts of Interest (ARTICLE – XI, Section 11.5)**, employees and prospective employees shall be hired based on individual qualifications. Evaluation of employees shall be on the basis of their individual performance. No decision concerning the hiring, evaluation, or termination of an employee shall be based on family or personal relationships. No member of the governing Board shall advocate for the hiring of an individual qualifying as of a family or personal relationship.

- A. No relative of an individual shall hold a paid position wherein the related person has direct supervision of such relative.
 - a. Exceptions may be permitted wherein every effort has been given to avoid such practice; however, the most qualified person for the position or the only applicant is a related person. In such case, written evidence must be provided to the Board of Directors, and such hiring must be approved by the Board in accordance to this policy in its fullness.
2. Concerning employment and proposed employment, no related persons shall participate in the rendering of the decision to employ or to terminate a related person. *It shall be the responsibility of every board member and supervisor to make known any relationship that is in violation of this policy and to recuse himself/herself from effecting a decision in such matter.*
3. An individual employed or promoted in violation of this policy may be terminated or demoted to original position dependent upon the circumstances (i.e. – whether hired or promoted).

- B. 1. In the event of emergencies resulting from the sudden loss of an employee, the Board of Directors may authorize the temporary employment or placement of individuals whose employment would otherwise not be permitted under this policy. However; no related person may render a decision for such employment promotion, or advancement.
- C. Relative/Related persons are defined as the following:
1. As outlined in the By-Laws of the Haliwa – Saponi Indian Tribe: Grandmother/ Grandfather; Husband/Wife; Father/Mother; Father-in-law/Mother-in-law; Step Mother/Step Father; Brother/Sister; Step Brother/ Step Sister; Half Brother/Half Sister; Son/Daughter; Son-in-law/Daughter-in- law; Step Son/Step Daughter.
 2. Additionally: Aunt/Uncle; Niece/Nephew; First Cousins, and persons who of their own volition are engaged in a sexual union or who are romantically involved with one another whether or not completed through sexual activity.

D. Violations

1. Any employee discovered to be in violation of this policy shall be subject to reprimand and disciplinary action, including possible termination.
2. Any board member discovered to be in violation of this policy shall be subject to disciplinary action, including but not limited to censure, as may be imposed by majority vote of the Board of Directors. Disciplinary action may include a recommendation by the Board of Directors to Tribal Council to remove the offender from his/her seat.

E. Effective Date

The provisions of this policy shall be in effect immediately after the approval of the same by Haliwa-Saponi Indian Tribal Council. No provision of this policy shall be enforced retroactive.

Approved date: March 30, 2017

Board Chair: Michael Richardson