



NEPOTISM POLICY OF KIPP CHARLOTTE

I. Introduction

KIPP Charlotte will make decisions concerning the employment, evaluation, promotion and compensation of personnel based in every instance on considerations of individual merit. We believe that favoritism based on family or personal relationships between employees derogates from the merit principle of employment, and that the risk of occurrence of such favoritism can be avoided most effectively by the advance establishment of general restrictions against the creation of situations where such favoritism could be operative. A common policy concerning the employment of related persons, applicable to personnel practices at all constituent institutions of KIPP Charlotte, is desirable.

II. Policy statement

The KIPP Charlotte Nepotism Policy has been developed to ensure that any potential conflict of interest is avoided. The policy concerning the concurrent employment of related persons outlined below applies to all employees including regular, temporary, and hourly employees.

III. Policy standards

The policy covers the following relationships: All blood relatives of employees (including, but not limited to, parents, spouses, children, siblings, aunts, uncles, nephews, and nieces), as well as those related by marriage or adoption, domestic partners and any other members of the same household.

The policy also applies to any employee in a close personal relationship* with another employee in the KIPP Charlotte school network. The policy also applies to relationships with non-employee vendors and consultants under the company's control.

In all cases, the policy applies whether any of the relationships identified exists at the time of hire or subsequent to hire.

All hiring decisions, job assignments, transfers, and promotions must be consistent with this policy.

*Close personal relationships are defined as those that reasonable persons would agree have the potential to create a real or perceived conflict of interest comparable to those associated with relatives or household members.

IV. Policy compliance

There shall be no direct or indirect reporting relationship between employees in any relationship specified above.



Employees in any relationship specified above shall not be employed in the same work unit or where there is a strong possibility of interaction of job duties.

No relationship specified above may exist between a school leader and any other employee in the KIPP Charlotte school network.

Anyone in any relationship specified above with a current member of the Board of Directors within the KIPP Charlotte school network may not be employed.

V. Confidential disclosure guidelines and procedures

To avoid even the appearance of impropriety, unfairness or possible conflict of interest:

Applicants, including internal job posting candidates, will be advised of this policy. They are expected to disclose any relationship specified above with any School employee. Failure to do so will result in the withdrawal of an offer or, if the individual is already hired, the subsequent termination of employment.

Throughout their employment at the school, employees are expected, on a confidential basis, to disclose to the Board of Directors any relationship with another employee as specified in the policy that may pose a potential conflict of interest. This includes any relationship that could result in one of the four prohibited situations described in the policy due to transfers, organizational changes, changes in marital status, or changes in an employee's household. Disclosure should be made to the Board of Directors so that the possibility of any real or perceived conflict of interest can be determined.

All disclosures made are to be treated on a confidential basis.

Employees who fail to make the necessary disclosures will be subject to disciplinary action up to and including dismissal.

All referrals are subject to the required disclosures described above.

If a work relationship develops that presents a real or perceived conflict of interest, the employees involved, working confidentially with Board of Directors, should decide which of them would seek a transfer to a position consistent with this policy.

If no such position is located after a reasonable period of time, the employees, confidentially working with Board of Directors, will determine which of them will resign.

VI. Effective date

This policy is effective May 7, 2009.