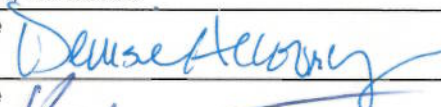


LOUISIANA HOUSING CORPORATION		
Policy Number 6	Policy Name Anti-Nepotism and Personal Relationships	Original Effective Date July 1, 2012
Issuing Department Human Resources		Revision Dates 09/14/2022, 7/30/2026
Contact Denise Ackoury, HR Director		Signature 
Appointing Authority Kevin Delahoussaye, LHC Executive Director		Signature 

I. Purpose

The Louisiana Housing Corporation (LHC) is committed to maintaining a professional, productive, and equitable workplace where employment decisions are based on merit, qualifications, performance, and organizational needs.

The purpose of this policy is to prevent actual or perceived conflicts of interest, favoritism, preferential treatment, and other workplace issues that may arise from family, household, or personal relationships among employees. This policy establishes standards governing employment, supervision, promotion, transfer, and workplace conduct involving related individuals or individuals engaged in personal relationships.

II. Applicability

This policy applies to all LHC employees, including permanent, probationary, temporary, part-time, and contract employees, as well as applicants for employment.

This policy further applies to all personnel actions, including hiring, promotions, demotions, transfers, reassignments, and any other method of filling vacancies.

III. Definitions

Immediate Family includes:

- Mother
- Father
- Son

- Daughter
- Brother
- Sister
- Spouse
- Domestic Partner
- Grandparent
- Grandchild
- Aunt
- Uncle
- Niece
- Nephew
- Cousin
- Stepparent
- Stepchild
- Stepsibling
- Any in-law relationship corresponding to the above
- Any relationship established by blood, marriage, adoption, guardianship, or other legal relationship

Household Member

Any individual with whom an employee shares a residence, apartment, home, or other living arrangement.

Nepotism

Preference in employment, promotion, compensation, assignment, evaluation, or other employment-related decisions based upon a family or personal relationship rather than merit, qualifications, or performance.

Personal Relationship

A continuing romantic, intimate, dating, or similar relationship between two individuals.

Supervisory Authority

Authority to hire, promote, transfer, assign work, discipline, evaluate performance, approve leave, recommend compensation actions, or otherwise influence employment decisions affecting another employee.

IV. Policy

To minimize actual or perceived conflicts of interest, favoritism, preferential treatment, and workplace disruptions associated with family and personal relationships, it is the policy of the Louisiana Housing Corporation (LHC) to limit the employment and supervisory authority of related individuals and employees engaged in personal relationships as defined herein.

No individual may be hired, promoted, transferred, reassigned, or otherwise placed within an LHC department or division if that individual would be within the direct or indirect line of supervision of a relative, household member, or person with whom they are engaged in a personal relationship.

No employee may directly or indirectly supervise, evaluate, discipline, influence employment decisions affecting, or otherwise exercise authority over a relative, a household member, or an individual with whom they are engaged in a personal relationship.

Supervisors, managers, department heads, and executive staff are prohibited from engaging in personal relationships with employees over whom they exercise supervisory authority.

LHC reserves the right to take prompt corrective action when an actual or potential conflict of interest arises concerning family, household, or personal relationships.

V. Procedure

Employment of Relatives

LHC may employ individuals who are related to one another provided that no actual or perceived conflict of interest exists.

No employee shall directly or indirectly supervise, evaluate, discipline, influence employment decisions affecting, or otherwise exercise supervisory authority over an immediate family member, household member, or person with whom they are engaged in a personal relationship.

No applicant shall be hired into a position where they would be placed within the direct or indirect chain of supervision of an immediate family member, household member, or person with whom they are engaged in a personal relationship.

Personal Relationships in the Workplace

Employees involved in a personal relationship may not occupy positions in which one employee directly or indirectly supervises, evaluates, influences, or controls employment decisions affecting the other employee.

Supervisors, managers, department heads, and executive staff are prohibited from engaging in personal relationships with employees over whom they exercise supervisory authority.

Such conduct may result in disciplinary action up to and including termination.

Conflicts Arising During Employment

Relationships may develop after employment begins or circumstances may change during employment.

Potential conflicts include, but are not limited to marriage between employees, dating relationships, domestic partnerships, employees residing in the same household, adoption or guardianship relationships, transfers, promotions, or reorganizations resulting in supervisory authority over a family member or related person

Employees must immediately disclose any actual or potential conflict of interest created by such circumstances to their Department Head and Human Resources, but no later than ten (10) calendar days after the conflict arises.

Resolution of Conflicts

Affected employees shall work with management and Human Resources to eliminate any actual or perceived conflict of interest.

Efforts to resolve the conflict should occur within thirty (30) calendar days of disclosure whenever practicable.

Potential resolutions may include reassignment duties, transfer to another position or department, modification of reporting relationships, recusal from employment-related decisions, and other measures deemed appropriate by LHC.

If an acceptable resolution cannot be achieved, LHC reserves the sole discretion to determine the appropriate corrective action, including transfer, reassignment, or separation of one or both employees.

VI. Responsibilities

Executive Director

The Executive Director shall serve as the final authority regarding interpretation, administration, and approval of exceptions to this policy.

Department Heads

Department Heads are responsible for ensuring employees are informed of this policy, monitoring compliance within their departments, reviewing potential conflicts of interest, reporting violations to Human Resources, and ensuring employment actions comply with this policy.

Supervisors and Managers

Supervisors and managers are responsible for complying with all provisions of this policy, promptly reporting actual or potential violations, and cooperating with Human Resources during reviews and investigations.

Employees

Employees are responsible for complying with this policy, reporting actual or potential conflicts of interest, providing truthful information during reviews and investigations, and notifying human resources when a covered relationship exists with an applicant or employee.

VII. Exceptions

Requests for exceptions must be submitted in writing to the Executive Director through Human Resources. The request must describe the circumstances requiring the exception, explain why the exception is in the best interest of LHC, and identify safeguards that will prevent actual or perceived conflicts of interest.

Any approved exception may be modified or revoked at any time if circumstances change or if LHC determines that a conflict of interest exists.

Employees whose relationships predate the adoption or revision of this policy may be permitted to continue employment arrangements at the discretion of LHC; however, future transfers, promotions, or organizational changes may be restricted to ensure compliance.

Nothing in this policy shall interfere with any rights granted by applicable law, Civil Service Rules, or reduction-in-force procedures.

VIII. Retaliation

LHC strictly prohibits retaliation against any employee who, in good faith reports a suspected violation of this policy, participates in an investigation, and cooperates in efforts to resolve a conflict of interest.

Retaliation may result in disciplinary action up to and including termination.

IX. Violations

Violations of this policy may result in disciplinary action up to and including termination of employment.

Failure to disclose a covered relationship, failure to cooperate in resolving a conflict, or knowingly providing false or misleading information during a review or investigation may result in disciplinary action. When parties to a nepotism situation or personal relationships fail to participate in the processes described herein, the matter will be reported to the Executive Director, and disciplinary action may be imposed.

X. Questions

Questions regarding this policy should be directed at the Human Resources Department.