

ENCORE EDUCATION CORPORATION ANTI-NEPOTISM POLICY

Basic Principles

Consistent with the principle that Encore Education Corporation's ("EEC") employees and prospective employees shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, sex, religion, sexual orientation, or national origin, or any other factors not involving professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. No one with supervisory responsibility shall hire or recommend for hire any related person.
2. Related persons currently employed by EEC shall immediately disclose all family and personal relationships with other EEC employees. All persons wishing to be considered for employment with EEC shall disclose family and personal relationships with then-current EEC employees.
3. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
4. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the faculty or as a member of a committee, to participate in the evaluation or advancement or salary decision of the other related person.
5. No Board member, member of the EEC administration, or faculty member shall engage in recommendations, discussions, or otherwise participate in any final decision or recommendation relating to the appointment, promotion, retention, tenure, or other condition of employment of a related person.
6. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the EEC upon recommendation of a review committee comprised of the CEO and/or appropriate administrator(s), and upon the approval of the Board of Directors.
7. When other qualified candidates have not applied, assignments of short duration (generally less than 60 working days), may be exempt from these guidelines.
8. This policy shall not supplant the application of conflicts of interest laws to EEC and the charter school it operates.

Definition of "Related Persons"

The following relationships create related persons for purposes of this policy:

- Parent and child
- Siblings
- Grandparent and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Spouses and registered domestic partners
- Guardian and ward
- Any corresponding in-law, step, or adoptive relative.
- Persons engaged in amorous relationships; an amorous relationship exists when two persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated.

Board Approved: December 14, 2020