



Wesley Woods Senior Living, Inc.

SUBJECT: Employment of Relatives

THIS POLICY

Policy Number: 210

Effective Date: 11/01/02

REPLACES POLICY

Policy Number: 210

Effective Date: 08/02/92

PAGE: 1 of 2

POLICY:

At Wesley Woods Senior Living, Inc., we have determined that it is not in the best interest of the company, or our residents/patients for an employee of Wesley Woods to be supervised by a relative.

The basic criteria for employee selection or promotion shall be appropriate qualifications in terms of experience, training and performance, consistent with Wesley Wood's needs except as set forth in this policy. Situations where personal interests or relationships influence or appear to influence, decisions in performing job duties for Wesley Woods must be avoided.

GUIDELINES:

1. No relative shall be employed by or transferred to a department or unit where:
 - a. There is direct or indirect supervisor/subordinate relationship between them;
 - b. There is potential for favoritism or conflict of interest or vulnerability concerning sensitive and confidential company matters; or,
 - c. There is any other business relationship that Wesley Woods determines could be inappropriately effected by the personal or family relations.
2. For the purposes of this policy a relative will be defined as anyone related by blood, law or marriage, or anyone who is classified as a dependent for insurance purposes.
3. With the approval of the Director of Human Resources, relatives may be hired in the same department if they work for different supervisors. Relatives may work in the same facility if they are in different departments.
4. In the event that two employees become related, according to the definition in this policy, or if a promotion of either employee leads to violations of this policy, the following procedures will be used:
 - a. The employees are responsible to notify their direct supervisors within two weeks of their change in relationship. The supervisors notify the Human Resources Department of the potential policy violation.
 - b. If Human Resources determines there is a violation of company policy, both employees will be given consideration for transfer to the next open position that they qualify.

- c. If within six months of the event that led to the violation of this policy neither employee has been able to transfer within Wesley Woods, Inc one of the employees will be terminated. The selection of which employee is terminated will be at the discretion of the two employees. If the employees do not make this selection, Wesley Woods Senior Living, Inc. management will terminate one of the employees based on the best interest of the facility.

Note: If the special talents, background or training of the relative would be in the overall interest of Wesley Woods, the department or administrative head may request an exception to this policy by writing Human Resources prior to making any employment agreement with the individual.