	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <b>HIRING/PLACEMENT OF RELATIVES</b>	EFFECTIVE DATE: 5/01/92 <hr/> REVISION DATE: 2021
	POLICY NO. <b>105</b>	Page 1 of 2
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

*This Policy covers all non-union associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.*

**I. \* SUMMARY**

It is the policy of Perdue not to discriminate in the hiring, promotion, termination or other employment action based on the employment of an individual solely because another member of the individual's family presently works for the company. However, to avoid any possibility of favoritism and to prevent other practices or situations detrimental to Perdue and its associates, particular attention must be paid to the hiring/placement of relatives.

**II. POLICY**

Relatives of associates may be considered for placement within Perdue. However, under no circumstances is a person to be employed or placed within the organization simply because of a relationship to a present associate, nor will associates attempt to influence placement decision on behalf of relatives. In addition, the limitations outlined below govern specific situations.


**III. \* DEFINITION OF RELATIVES**

The term "relative" applies to wife, husband, domestic/civil-union/same-sex committed partner, son, daughter, mother, father, loco parentis, grandfather, grandmother, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of an associate.

**IV. \* RESPONSIBILITIES OF MANAGEMENT**

- A. Assure all hiring and placement of associates is carried out within policy intent and the limitations outlined below.
- B. Limit situations which would result in conflict arising from assignment of relatives to the same department or location or in assignments of relatives under the same manager/supervisor.
- C. Avoid any situation which might lead to apparent favoritism in the hiring and placement of relatives

**V. \* PLACEMENT LIMITATIONS OF RELATIVES**

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Relatives of associates are not to be placed in positions which would:

- A. Create a direct supervisor-subordinate relationship between the relatives. In addition, associates are not to be placed in positions where their progress or assignments can be influenced by a relative.
- B. Compromise the confidentiality of information the company considers to be classified. **(Examples would be positions in Payroll and Human Resources.** Medical department personnel and Wellness Center associates are not considered to compromise the confidentiality under this section (V)(B). It is understood, however, that if a relative is being treated for a work-related illness or injury, or is being handled under FMLA, ADA, medical LOA or any other administrative activity, the related medical staff associate will not be involved in the relative's case in any way.)
- C. Cause the company to disregard or waive a bona fide occupational requirement of the position solely in order to employ a relative.  
Any exceptions to these placement limitations must be approved by the Vice-President of Human Resources through the appropriate Human Resources Director.

**VI. ASSOCIATES WHO MARRY WHO ARE CURRENTLY WORKING TOGETHER**

When two associates become relatives and currently hold positions that are in conflict with Section V. of this policy, effort generally will be made to find an appropriate position at a comparable rate for one of the associates. In determining which associate should be affected, job level, company service and performance will be considered. Should an appropriate position not be immediately available, no action typically will be taken to terminate employment of either associate. The manager/supervisor should continue to work with Human Resources in an effort to find suitable placement.

**VII. \* RESPONSIBILITY**

The Vice President of Human Resources retains the authority and responsibility for this Policy. Questions concerning the meaning or interpretation of this Policy should be referred to the appropriate Director of Human Resources. Any circumstances that require a waiver from the Policy must be coordinated through the Vice President or appropriate Director of Human Resources.