

## Employment of Relatives Policy

Palmer's Home Care, LLC, is complimented when an employee refers friends and relatives to apply for vacant positions. Friends and relatives can work in the same department; however, it is Company policy that close relatives, spouse's relatives, or individuals engaged in intimate relations with co-workers do not report to each other or work in positions where a conflict of interest could arise. Close relatives include but are not limited to:

- Spouse;
- Domestic partner;
- Parent/step-parent/parent-in-law
- Child/step-child;
- Son/daughter-in-law;
- Sister/step-sister/sister-in-law;
- Brother/step-brother/brother-in-law;
- Grandparent/step-grandparent/grandparent-in-law;
- Grandchild/step-grandchild-grandchild-in-law;
- Aunt/aunt-in-law;
- Uncle-uncle-in-law;
- Cousin;
- Niece/Nephew; or
- Relative permanently residing with the employee.

It is a requirement of Palmer's Home Care, LLC, that employees disclose to their Manager the existence of any such relationship with the Company. Failure to report such a relationship may result in termination of all employees involved.

When a relationship arises after employment, the non-Supervisory employee will be given the opportunity to transfer to another position (provided one is available) or the employee must resign. A grace period of four (4) weeks will be given in order to allow the employee to find a new position.