## Corporate Policy

A Touchstone Energy ${ }^{\circledR}$ Cooperative

| Policy Name: | Nepotism Policy |
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| Policy Number: | $\mathbf{5 - 2 9 0}$ |
| Content Section: | Human Resources |
| Effective Date: | July 7, 2015 |
| Responsibility: | Human Resources |

## Policy Statement

To prevent hiring persons that could cause a conflict of interest with a current employee, Minnkota Power Cooperative, Inc., restricts hiring in the following manner.

## Content

No employee shall be hired that is a FAMILY MEMBER of: a current employee in the Human Resources department, any employee that is a Senior Manager or higher, or a member of the BOARD OF DIRECTORS.

Employees who entered employment not in violation of this policy, but changed circumstances (marriage, promotion, etc.) resulting in a violation shall be exempted from this policy.

Professional internships and temporary positions are considered "employment" for the purposes of this policy and the aforementioned restrictions apply. Summer-help internships are not restricted, and FAMILY MEMBERS otherwise restricted may be hired.

No employee shall be placed by job change where said employee will have a reporting relationship to a FAMILY MEMBER. Exceptions to this provision of job change restriction may be permitted by the President/CEO.

## Definitions

FAMILY MEMBER - Persons related to the employee as a spouse, child, foster child, grandchild, parent, grandparent, sibling, aunt or uncle, and cousin. This includes all step- and in-law- relationships, and former relationships that were severed due to divorce or death.

BOARD OF DIRECTORS - Those members of the Minnkota Power Cooperative, Inc., Board of Directors, voting and non-voting positions.

## Revision Record:

Authored
July 1, 2015
by J. Franck
Edited July 7,2015 by J. Franck
Edited January 1, 2019 by D. Inman
Clarified "Executive Team" versus "Senior Manager Level" Addition of "foster child"

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Executed:

On file
02/13/2019
Date: $\qquad$
President/CEO

