

**Fresno Regional Workforce Development Board (FRWDB) Nepotism Policy**

In order to ensure there is no conflict of interest between the FRWDB, its Service Providers and our participants, it is the policy of the FRWDB that under no circumstance is a participant to be directly or indirectly served by a relative. This includes a relative who is in a position of management or has the ability to approve or disapprove services.

In order to determine if these relationships exist, FRWDB policy requires that each participant acknowledge they either do or do not know of any relatives that are Board members of, or are staff of, the FRWDB, it's Service Providers, the staff of County of Fresno or City of Fresno elected officials.

Acknowledgment of any such relative will not disqualify an otherwise eligible participant from receiving the services provided by Workforce Connection, FRWDB or the Service Providers.

If such a relative is a staff member of the Service Provider at the location the participant applied at, then the participant is to be immediately referred to a different Service Provider at another location for such services. Under no conditions is a participant to be served by a staff member who is a relative by blood, marriage or law.

For the purpose of this policy, "relative" is defined as: husband, wife, father, mother, brother or step-brother, sister or step-sister, uncle, aunt, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, or domestic partner, including same-sex or gender neutral relationships.

**Fresno Regional Workforce Development Board Nepotism Disclosure Statement**

Instructions:

1) If you are aware of any relative you have with any member or staff of the FRWDB, Fresno County or City of Fresno elected officials, and/or any staff of any Service Provider to the FRWDB, please list the/those person(s) and his/her agency connection to the FRWDB and sign Section I.

Listing these persons and signing below, will not cause you to be ineligible for services provided by Workforce Connection.

2) If you do not have or are not aware of relations with any member or staff of the FRWDB, Fresno County or City of Fresno elected officials and/or any staff of any Service Provider to the FRWDB, please check this box  and sign Section II.

**Section I:** I am informing the Fresno County Workforce Development Board that I have the following relative/s who is/are a member or staff of the FRWDB, Fresno County elected officials or staff of elected officials, and/or any staff of any contracted provider of services to the FRWIB.

| Name | Relationship | Agency |
|------|--------------|--------|
|      |              |        |
|      |              |        |

Participant: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian  
(if client is under 18 years of age)

Date: \_\_\_\_\_

**Section II:** I am informing the Fresno Regional Workforce Development Board that I do not have or am not aware of any relative who is a member or staff of the FRWDB, Fresno County or City of Fresno elected officials and/or any staff of any Service Provider to the FRWDB.

Participant: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian  
(if client is under 18 years of age)

Date: \_\_\_\_\_