

July 2, 2001

To: All Staff, Partners, One Stop Site Supervisors, WIA Program Operators

From: Kathy Kossick, Executive Director

RE: **PROVISION OF SERVICES INVOLVING RELATIVES,  
PERSONAL FRIENDS, OR ASSOCIATES**

**WIA DIRECTIVE**

**#01-03**

**INTEGRITY OF OPERATIONS AND DUTIES INVOLVING RELATIVES, PERSONAL FRIENDS, OR ASSOCIATES:**

Supervisors and employees are required to take any reasonable course of action which will maintain the integrity of operations, and to avoid irregularities, accusations of favoritism, and questionable or inappropriate acts.

Employees should be especially aware of the varying degrees of influence that can be exerted by relatives, personal friends, and associates. Because of public interest and concern, and to protect employees from any appearance of wrongdoing, this WIA policy directive requires that employees avoid situations which might be construed as granting favoritism to relatives, friends, or associates.

When an employee finds that he/she must conduct business with relatives, friends, or personal acquaintances, he/she shall advise both the functional and site supervisor. The supervisors will assign another employee to provide the service, or provide the service personally.

Types of situations to be avoided are varied and can occur in practically every activity of the Career Center. Some examples include: a) registering or assessing a relative, friend, or close associate for services; b) contacting the assigned case manager to inquire about the status of a relative, friend, or close associate; c) advocating on behalf of the relative, friend, or close associate for financial incentives, ITA's or supportive services; or d) providing job referrals to, of, or for relatives and/or close associates who could potentially benefit from an employee's involvement. Any impropriety on the part of an employee relative to this section could result in disciplinary action up to and including termination.