

## ***Human Resources Branch Memorandum***

<b>SUBJECT:</b> <b>Annual Anti-Nepotism Policy Reminder – Due August 3, 2020</b>	<b>NUMBER:</b> <b>HRB 20-023</b>
	<b>DATE ISSUED:</b> <b>July 1, 2020</b>
<b>DISTRIBUTION:</b> <b>All CDFW Employees</b>	<b>EXPIRES:</b> <b>n/a</b>

☒ **Action Required**      ☐ **Informational Only**      ☒ **Control Agency Directive**

### **Purpose**

The purpose of this memorandum is to inform all employees of the California Department of Fish and Wildlife (CDFW) Anti-Nepotism policy. All CDFW employees are required to review the policy annually and submit Anti-Nepotism Policy Acknowledgement and Self-Reporting Form (DFW 1024) via DocuSign to their immediate supervisor **by August 3, 2020. Paper copies of the DFW 1024 will no longer be accepted.**

### **Authorities**

- [California Department of Human Resources \(CalHR\) Manual Section 1204 Nepotism](#)
- Government Code Section 12940 (a)(3)(A)
- California Code of Regulations Title 2, section 11057
- California Constitution Article VII, Government Code section 18500

### **Policy**

Nepotism is prohibited at CDFW. Nepotism is favoritism by those with power or influence to appoint, employ, promote, advance, or advocate for relatives or persons with whom they have a personal relationship in an employment setting. Nepotism is antithetical to a merit-based personnel system, and CDFW is committed to the state policy of recruiting, hiring and assigning employees on the basis of merit.

Please review [HRB 18-007](#) for the complete policy. Once reviewed, please submit the appropriate Anti-Nepotism Policy Acknowledgement and Self-Reporting Form (DFW 1024) via DocuSign:

- For employees with a personal relationship, please complete [Anti-Nepotism Policy Acknowledgement and Self-Reporting YES Form \(DFW 1024\)](#)
- For employees with no personal relationship to report, please complete [Anti-Nepotism Policy Acknowledgment and Self-Reporting NO Form \(DFW 1024\)](#)

### **Contacts**

If you have any further questions, please contact the Anti-Nepotism Coordinator, Leo Lam, at 916-651-7803 or [Leo.Lam@Wildlife.ca.gov](mailto:Leo.Lam@Wildlife.ca.gov).