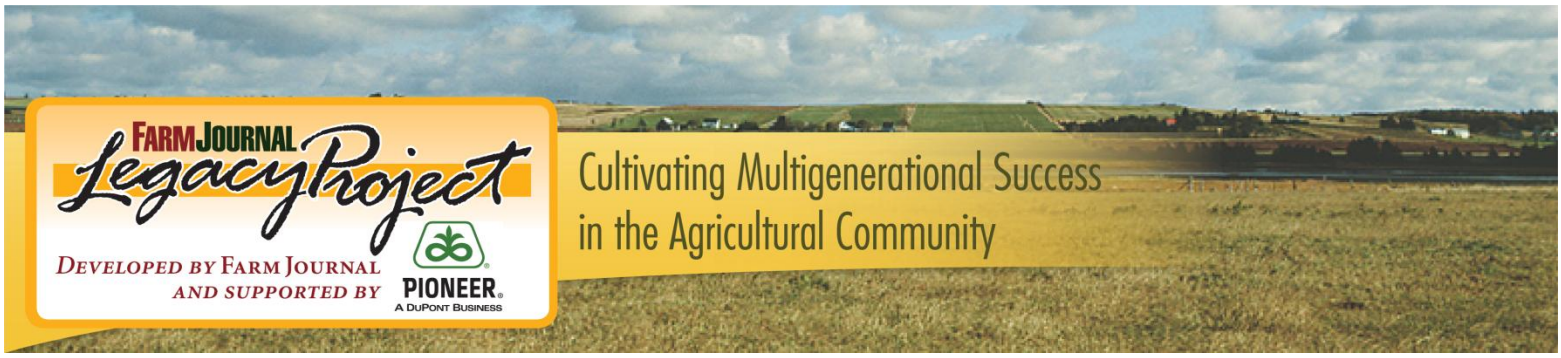

Establishing a Family Employment Policy

A family employment policy:

- Spells out the criteria for hiring and employing family members.
- Helps to instill a business-like environment for all family members participating in the business.
- Allows managing family members to base decisions on a written policy rather than emotional impulse.
- Details minimum requirements family members must attain to be considered for employment in the family business.

Our Family Employment Policy should include:

Educational Requirements

1. What are the minimum educational requirements a family member is required to achieve before being considered for employment?

   Notes:

   _____

   _____

2. Is there a specific degree, field of study or certificate that must be earned for respective positions in the organization?

   Notes:

   _____

   _____

3. Are there exceptions to the educational requirement, such as tenure, other documentable achievements, and/or specific experiences?

   Notes:

   _____

   _____

Experience Requirements

1. For how many years will a family member be required to work outside the family operation before applying for employment?

   Notes:

   _____

   _____

2. Are there specific experiences and/or achievements that must be met for certain positions in the family operation?

   Notes:

   _____

   _____

3. Are there exceptions to the experience requirement, such as tenure, other documentable achievements, and/or specific educational levels?

   Notes:

   _____

   _____

Need Requirements

1. Is there a written job description for each position in the family organization?

   Notes:

   _____

   _____

2. Does the job description[s] include the roles/responsibilities/skills/abilities necessary for each position?

   Notes:

   _____

   _____

3. Does the employment handbook include an explanation of compensation/benefits for each position in the family organization?

   Notes:

   _____

   _____

Other tools that complement the Family Employment Policy:

- Employee Review Policy
- Professional Development Plan