



New Jersey State Parole Board

Personal Relationships Disclosure Statement

In accordance with the Uniform Ethics Code, adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the NJ State Parole Board (SPB) requires the disclosure of all relatives, consensual personal relationships and cohabitants.

No SPB employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship *or* anyone with whom they cohabit.

Relative: is defined as an individual’s spouse/domestic partner/civil union partner or the individual or spouse’s/ domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual Personal Relationship: is defined as a marriage, engagement, dating or other ongoing romantic or sexual relationship.

Cohabitant: is defined as non-related persons who share a household under circumstances where there is financial interdependence.

The SPB requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Chief, Personnel and Employment Unit (PEU). Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the SPB Equal Employment Opportunity Officer (EEO) and/or the SPB Ethics Liaison Officer as deemed necessary. Upon receiving notice of the relationship, PEU may address any situation as necessary in consultation with the EEO Office and/or the Ethics Liaison Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to PEU may result in discipline, up to and including termination, and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

_____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the NJ State Parole Board.

_____ I **DO** have a relative or a consensual personal relationship, as defined above, with someone working for the NJ State Parole Board.

NAME	RELATIONSHIP	UNIT & WORK LOCATION

I certify that the information on this form, to the best of my knowledge and belief, is true, complete and accurate. I understand that any misleading or incorrect information, willful mistreatment or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report any personal relationships that develop during the course of my employment.

Applicant/Employee Name (PRINT): _____

Applicant/Employee Signature: _____

Date: _____