Biola is pleased to consider, for employment, qualified applicants who are related to employees. However, an employee may not be the immediate supervisor of a relative or be positioned in the "chain of command," such that one relative would have substantial authority over the other relative or have significant influence over decisions which would impact the employment of the other relative. In addition, two relatives who are employed in the same department should normally report to different supervisors. Exceptions to this policy may be granted, with the joint approval of the appropriate vice president and the Senior Director of Human Resources.

The temporary employment of a relative that is in difference to the policy above may be allowed, in unusual circumstances, with the approval of the Senior Director of Human Resources.