



# WOODS HOLE OCEANOGRAPHIC INSTITUTION INSTITUTION POLICY

---

## **PERSONAL GUESTS AND MEMBERS OF IMMEDIATE FAMILY OR HOUSEHOLD AT SEA**

### **POLICY INFORMATION**

**Responsible Member of the Directorate:** Vice President for Marine Operations  
**Responsible Office:** Ship Operations  
**Issued:** December 18, 2000  
**Revised:** September 2003

### **POLICY STATEMENT**

The Institution believes it is generally unwise for personal guests and/or members of the immediate family or household to work together, particularly under the heightened interpersonal atmosphere that exists at sea. It is Institution policy that this be avoided except under the particular circumstances detailed in the Policy.

### **REASON FOR POLICY**

When personal guests and members of an immediate family or household work together there can be actual and/or perceived conflict of interest situations. These should be avoided except in situations that may arise from time to time in the normal course of conducting scientific research when working together aboard ship is justified.

### **WHO SHOULD BE FAMILIAR WITH THIS POLICY**

WHOI Ships Crews  
Scientific Parties on WHOI Ships  
Marine Department Personnel  
Human Resources Office

# PERSONAL GUESTS AND MEMBERS OF IMMEDIATE FAMILY OR HOUSEHOLD AT SEA

## CONTENTS

POLICY INFORMATION .....1

POLICY STATEMENT .....1

REASON FOR POLICY .....1

WHO SHOULD BE FAMILIAR WITH THIS POLICY.....1

RELATED DOCUMENTS .....3

CONTACTS .....3

DEFINITIONS.....3

    Member of immediate family .....3

    Member of household .....3

    Personal guest .....3

GENERAL INFORMATION .....4

# PERSONAL GUESTS AND MEMBERS OF IMMEDIATE FAMILY OR HOUSEHOLD AT SEA

## RELATED DOCUMENTS

### Institution Policies

Employment of Members in the Same Family or Household <http://www.who.edu/services/HR/ppp/206.htm>

## CONTACTS

If you have questions about specific issues or need assistance with the interpretation of this policy, contact:

**Marine Personnel Coordinator**—x3220  
**Ship Operations Manager**—x2642  
**Marine Operations Administrator**—x2450  
**Marine Operations Coordinator**—x2277  
**Human Resources Manager**—x2704

## DEFINITIONS

These definitions apply to these terms as they are used in this policy.

<b>Member of immediate family</b>	Includes spouse, son and daughter (including step-children), grandchild, son-in-law and daughter-in-law; parent (including stepparent), grandparent, father-in-law, mother-in-law; and brother and sister (including stepbrother and stepsister), brother-in-law and sister-in-law.
<b>Member of household</b>	Includes individuals regularly sharing the staff member's residence.
<b>Personal guest</b>	Any person that does not have their own distinct professional reason for participating on a cruise or transit leg.

# PERSONAL GUESTS AND MEMBERS OF IMMEDIATE FAMILY OR HOUSEHOLD AT SEA

## GENERAL INFORMATION

**Policy Statement** In order to avoid actual and/or perceived conflict of interest situations, the Institution believes it is generally unwise for personal guests and/or members of the immediate family or household to work together, particularly under the heightened interpersonal atmosphere that exists at sea. However, it is recognized that situations may arise from time to time in the normal course of conducting scientific research for which working together aboard ship is justified.

**Exceptions** On all WHOI Ships when it is necessary for members of the same family or household to participate on a cruise, the following rules will apply:

1. All parties must be shore-based employees, crew members, students, or scientists in their own right and with their own distinct professional reasons for participating in the cruise, i.e., not on a pleasure cruise. Personal guests, family or household members not meeting this requirement may not participate on a cruise, even if space is available.
2. Neither party can supervise the other, even indirectly. If necessary, in order to avoid this actual or perceived conflict of interest, a co-chief scientist may be designated.
3. An exception to this policy will be considered when an individual meeting the requirement of #1, above, requires special assistance because of a disability.

*Approved by:* Robert B. Gagosian, President & Director

*Date:* September 9, 2003