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

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Institution Policies

Employment of Members in the Same Family or Household

http://www.whoi.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.

Member of immediate family

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.

Member of household

Includes individuals regularly sharing the staff member’s residence.

Personal guest

Any person that does not have their own distinct professional reason for participating on a cruise or transit leg.
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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