

HIRING OF RELATIVES POLICY

The intent of this policy is to avoid creating or continuing an employment situation where there is the potential for favouritism and/or conflict of interest. The University supports hiring on the basis of merit and does not discourage nor prohibit the employment of more than one member of a family. However, due to the potential for conflicts of interest, the appointment of a relative of a current employee to the same department is discouraged. Further, the University will not knowingly employ relatives in a direct supervisory relationship in which one relative has direct influence over another relative's employment through decisions, recommendations or judgements related to such matters as appointment, assessment of performance, salary, career growth and discipline.

This policy applies to all employees of the University, including those persons who are remunerated through research grants or contracts.

For the purpose of this policy, relatives are defined as:

- Spouses, including common law spouses and same sex partners. (The definition of common law spouse and same sex partner is as defined in the Ontario Human Rights Code.)
- Children (i.e. sons and daughters, including stepsons and stepdaughters)
- Parents
- Siblings (i.e. brothers and sisters, including stepbrothers and stepsisters)
- Grandparents
- In-laws (employee's siblings' spouses, employee's children's spouses and an employee's spouse's siblings and parents)
- Aunts and Uncles
- Nieces and Nephews

Due to the potential for perceived or actual conflicts of interest, the following restrictions apply:

- No employee shall participate in or influence the outcome of the appointment, hiring, promotion, supervision, discipline or evaluation of a relative
- No person shall be hired, transferred or promoted to a position under any supervisory responsibility of a relative

As the intent of this policy is to protect both the University and the individual employee, each employee has a responsibility to inform their supervisor or Human Resources of any actual or perceived conflict of interest.

An employee who fails to disclose a conflict of interest to their supervisor or to Human Resources shall be subject to appropriate disciplinary action that may include suspension or termination.