



Team Name: Human Resources Team Lead: VP – Human Resources Approved by: VP – Human Resources	Reference Number: ORG.1511.PL.004 Program Area: Human Resources Policy Section: Recruitment & Retention
Issue Date: June 6, 2018 Review Date: Revision Date:	Subject: Anti-Nepotism

POLICY SUBJECT:

Anti-Nepotism

PURPOSE:

The purpose of this policy is to legitimately prevent a conflict of interest or the appearance of a conflict of interest that arises through the hiring or employment of relatives and friends; and to prevent the misuse of authority and influence or the appearance of such misuse.

BOARD POLICY REFERENCE:

Executive Limitation (EL3) – Treatment of Staff

POLICY:

Southern Health-Santé Sud is an equal opportunity employer and hires individuals based solely on their qualifications and ability to do the job to be filled. The organization strives to ensure that fair hiring practices are utilized at all times. This policy applies to all Southern Health-Santé Sud employees regardless of status, position or department.

DEFINITIONS:

Nepotism: Favoritism granted to relatives or close friends, usually in the form of hiring practices and employment activities.

Conflict of Interest: A conflict of interest exists when an employee is able to gain a special advantage due to being a relative of another Southern Health-Santé Sud employee, or conversely, where Southern Health-Santé Sud is at risk as a result of the fact that two or more employees are relatives. In the hiring and employment of relatives, conflict of interest situations includes:

- Any influence exercised directly or indirectly by a Southern Health-Santé Sud employee in the selection and hiring process in which their friend or relative is a candidate;
- Direct or indirect supervisory relationship;

- The ability of one family member to influence or exert financial or administrative control over another;
- The ability of one family member to influence human resource matters including, but not limited to, performance reviews, preferred work assignments, promotions, reclassifications, disciplinary matters, special leaves and/or access to additional hours and/or overtime; and/or
- Relatives that are employed in positions that establish a real or potential security, confidentiality, or financial risk to Southern Health-Santé Sud.

Collusion: A secret agreement for an illegal or deceitful purpose.

Family Member: For the purposes of this policy, immediate family members are defined as: Father, Mother, Spouse or Domestic Partner, Brother, Sister, Children and Wards of employees or relatives permanently living in the employee's household.

Direct Reporting Relationship: A direct reporting relationship occurs when an employee reports directly to a supervisor or manager.

Indirect Reporting Relationship: An indirect reporting relationship occurs when an employee reports to a supervisor and the supervisor reports to a manager; thus, the employee indirectly reports to the manager.

IMPORTANT POINTS TO CONSIDER:

Encouraging the employment of relatives can have a negative impact on productivity and fuel accusations of nepotism and favoritism. There are several potential risks in hiring immediate family members:

- Potential areas for conflict of interest, perceived conflict of interest or collusion;
- Grievances or disciplinary action processes hampered or unduly influenced;
- Adverse impact on morale of other staff;
- Unfair advantage gained by family member or perceived favoritism;
- Possible negative cross-over with the employees' personal relationship; and/or
- Negative perceptions arising from the appointment.

PROCEDURE:

In accordance with the Human Rights Code, Southern Health-Santé Sud does not discriminate in its hiring practices on the basis that a person is a relative to a current employee. To this end, relatives of Southern Health-Santé Sud employees are eligible for employment with Southern Health-Santé Sud provided that:

- The hiring process is open and equitable, and candidates are selected in accordance with Southern Health-Santé Sud's hiring related policies and procedures;
- Southern Health-Santé Sud accepts applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications;
- An immediate family member is not considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the friend or family

member, or if his/her employment could create a conflict of interest either real or imagined;

- Southern Health-Santé Sud employees do not directly or indirectly influence the selection and hiring process in which their relative is a candidate;
- Managers and supervisors exclude themselves from any hiring process where their relative is a candidate;
- A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or
- Relatives are not employed in positions where a real or perceived conflict of interest exists. If a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest:
 - The employees will notify their manager/supervisor or Human Resources.
 - The manager/supervisor and Human Resources will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If the latter exists, the manager's/supervisor's Senior Leader is informed.
 - The Senior Leader, in consultation with Human Resources and the manager/supervisor, makes reasonable efforts to investigate suitable options within Southern Health-Santé Sud for one of the related employees.
- If two related employees or two employees in a relationship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor or Human Resources, they can be subject to disciplinary action. If a manager/supervisor has knowledge of a relationship between two employees where a real or perceived conflict of interest exists, the manager/supervisor will notify their Senior Leader or Human Resources. If the manager/supervisor fails to notify their Senior Leader or Human Resources, the manager/supervisor can face disciplinary action.

REFERENCES:

Recruitment & Selection Procedures

[ORG.1510.PL.010](#) Conflict of Interest