

Policy Title: Nepotism

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input checked="" type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
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Policy Sponsor:	Vice President Administration and Finance	Date last reviewed:	April 30, 2020
Date of Mandatory Review (expiry date):	April 2025	Date of last revision of Procedures:	April 30, 2020

1. POLICY

1. Relatives and close friends of CMCC employees are eligible for employment with CMCC provided that:
 - a. employees who are related are not involved in a supervisory/reporting relationship with one another.
 - b. employees are not transferred, promoted or hired inside a reporting relationship with a relative.
 - c. employees are not part of, and do not exert influence on the hiring decisions of the recruitment committee when a relative is considered for the position.
2. If two employees become family members, domestic partners, significant others and/or in a similar personal relationship, both may retain their positions provided one is not under the direct or indirect supervision of the other.
3. No relationship shall create a disruption or potential disruption in the work environment, or create an actual or perceived conflict of interest.
4. The existence of a relationship shall not, in and of itself, constitute grounds of inappropriate behaviour which may exist between the parties, nor shall it constitute grounds for a complaint filed by an employee as it relates to their relative.

2. PURPOSE

To provide equal opportunity for employment at CMCC whether individuals have personal relationships with employees or not, and to avoid circumstances of favouritism, disruptions, and conflicts of interest.

3. SCOPE

All employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- *Ontario Human Rights Code*

In accordance with human rights legislation, Canadian Memorial Chiropractic College will not discriminate in its hiring practices on the basis that a person is a relative or close friend to a current employee. Relatives and close friends of employees are eligible for employment provided that:

- The hiring process is open and equitable, and candidates are selected in accordance with Canadian Memorial Chiropractic College hiring policies
- The candidate has all the requisite qualifications
- Employees do not directly or indirectly influence the selection and hiring process in which their relative or close friend is a candidate
- Managers and supervisors exclude themselves from any hiring process where their relative or close friend is a candidate
- A direct or indirect supervisor-subordinate reporting relationship is not created between such employees; and/or
- Relatives or close friends 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 a personal relationship, the employees will notify their manager or human resources. The manager and human resources will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest, the Vice President, Administration and Finance (VPAF) will be informed. The VPAF, in consultation with human resources and the manager, will make reasonable efforts to investigate suitable options within for one of the employees.
- If two related employees or two employees in a relationship fail to notify their manager or human resources of a conflict of interest, they may be subject to disciplinary action. If a manager has knowledge of a relationship between two employees where a real or perceived conflict of interest exists, the manager will notify human resources. If the manager fails to notify human resources, the manager may face disciplinary action.

5. RELATED POLICIES (not a comprehensive list)

- Diversity and Equal Opportunity

6. DEFINITIONS

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

Employee in this policy includes anyone receiving payment for their work, including consultants.

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.

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

Relative means any person who is a spouse or common-law partner, child, sibling, parent or grandparent of the employee or is related by marriage, and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee is similar to that of persons who are family members or related by marriage.

New Policy Approved (date):	
Policy Revision History (dates):	December 13, 2011 – Employment of Relatives April 30, 2020

-----**END OF POLICY**-----

7. PROCEDURES

1. Employees are to notify their managers of their relationship to other employees or to candidates for employment immediately.
2. Candidates for employment with CMCC are to declare their relationship to any employee.
3. If a relationship results in one family member being under direct or indirect supervision of another, within 30 days of the relationship being created a plan must be formulated to address the supervisory relationship.

New Procedure Approved (date):	
Procedure Revision History (dates):	December 13, 2011 April 30, 2020

8. ATTACHMENTS

None.