



It's Your Life

Employment of Relatives Policy and Procedures 2017

(Updated 2020)

It's Your Life Employment of Relatives Policy and Procedures

POLICY:

No director or employee or any volunteer may make, participate in, or attempt to influence employment or other business decisions involving a relative or pressure or cause others to do so. If an individual is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a relative, a management plan will mitigate possible conflicts of interest must be devised.

MEMBERS OF AN AUDIT TEAM:

No relative of any board member, employee or volunteer may serve on any audit team (either audit committee or independent accountant) which provides auditing services to the Charity.

POLICY BRIEF & PURPOSE

We will not reject a suitable job candidate on grounds of their relationship to a current employee. However, we recognize that encouraging the employment of relatives may fuel accusations of nepotism and favouritism.

This policy aims to minimise these risks.

SCOPE

This policy applies to all employees regardless of status, position or department.

POLICY ELEMENTS

We use the term 'relatives' to refer to any person who has a relationship through blood or marriage with our employee. We also include people who live together in a domestic partnership or children who were adopted. We aim to keep our recruitment process free from discrimination. We may recruit a person who is related to one of our employees if we consider that person the best suited for the position. We may also accept referrals from employees.

What is nepotism in the workplace?

Favouritism or conflict of interest may occur when a manager is involved in a recruitment process with one of their relatives.

Examples include:

- A manager decides which team member to promote.
- A manager decides which contracts to renew.
- A manager completes a performance review.
- A manager disciplines a relative.
- A manager is part of a recruitment committee.

To avoid such incidents or suspicions of favouritism and conflict of interest, we established this anti-nepotism policy.

- Employees who are related must not be involved in a supervisory/reporting role with one another.
- Employees cannot be transferred, promoted or recruited inside a reporting relationship with a relative.
- Employees cannot be part of a recruitment committee when a relative is considered for the position.