

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Nepotism
POLICY NUMBER:	C04
CROSS REFERENCE:	A07 Conflict of Interest, A25 Code of Conduct, C01 Hiring Process
NEW \ REVISED	
Administrative Services Committee	Academic Council
February 16, 2016	

POLICY STATEMENT

Olds College is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times. To ensure that our organization and hiring process is free of any conflict of interest, we have adopted this policy to ensure that nepotism does not occur at Olds College.

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 friends and relatives; and/or
- Legitimately prevent the misuse of authority and influence or the appearance of such misuse.

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 or close friend of another Olds College employee, or conversely, where Olds College is at risk as a result of the fact that two or more employees are relatives or close friends. In the hiring and employment of relatives or close friends, conflict of interest situations include:

- Any influence exercised directly or indirectly by an Olds College 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 or close friend 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 or close friends that are employed in positions that establish a real or potential security, confidentiality, or financial risk to Olds College.

Family Member - For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, Nephew, Niece or any In-Laws.

Close Friend - For the purpose of this policy, close friend shall be defined as: romantic relationships, significant social relationships and important friendships.

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.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in conjunction with the Director, Human Resources. This policy will be reviewed at least every five (5) years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	C04 Nepotism
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
February 16, 2016		

SPECIFIC GUIDELINES

In accordance with the Human Rights Code, Olds College will not discriminate in its hiring practices on the basis that a person is a relative or close friend to a current employee. To this end, relatives and close friends of Olds College employees are eligible for employment with Olds College provided that:

1. The hiring process is open and equitable, and candidates are selected in accordance with Olds College's hiring-related policies;
2. Olds College shall accept applications from, and consider a member of an employee's immediate family and close friends for employment if the candidate has all the requisite qualifications;
3. An immediate family member and close friend shall not be 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;
4. Olds College employees do not directly or indirectly influence the selection and hiring process in which their relative and/or close friend is a candidate;
5. Managers and supervisors exclude themselves from any hiring process where their relative and/or close friend is a candidate;
6. A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or
7. Relatives and/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 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 there is a real or perceived conflict of interest, the Director, Human Resources will be informed.
 - The Director, Human resources, in consultation with the manager/supervisor, will make reasonable efforts to investigate suitable options within Olds College for the employees.

8. If two related employees or two employees in a relationship or close friendship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor or Human Resources, they may 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 the Director, Human Resources. If the manager/ supervisor fails to notify the Director, Human Resources, the manager/supervisor may face disciplinary action.