

## NEPOTISM

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	G. People & Culture
<b>Parent Policy:</b>	G14
<b>Approval Date:</b>	February 16, 2016
<b>Effective Date:</b>	February 16, 2016
<b>Procedure Owner:</b>	Chief People & Culture Officer

<b>Overview:</b>	
<b>Procedures:</b>	<p>In accordance with the Human Rights Code, Olds College of Agriculture &amp; Technology (the "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 College employees are eligible for employment with the College provided that:</p> <ol style="list-style-type: none"> <li>1. The hiring process is open and equitable, and candidates are selected in accordance with the College's hiring-related policies;</li> <li>2. The 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;</li> <li>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;</li> <li>4. College employees do not directly or indirectly influence the selection and hiring process in which their relative and/or close friend is a candidate;</li> <li>5. Managers and supervisors exclude themselves from any hiring process where their relative and/or close friend is a candidate;</li> <li>6. A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or</li> <li>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:             <ul style="list-style-type: none"> <li>• The employees will notify their manager/supervisor or People &amp; Culture.</li> <li>• The manager/supervisor and People &amp; Culture 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 Chief People &amp; Culture Officer will be informed.</li> </ul> </li> </ol>

<b>Definitions:</b>
<b>Related Information:</b>
<b>Review Period:</b>
<b>Revision History:</b>

<ul style="list-style-type: none"> <li>The Chief People &amp; Culture Officer, in consultation with the manager/supervisor, will make reasonable efforts to investigate suitable options within the College for the employees.</li> </ul> <p>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 People &amp; Culture, 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 Chief People &amp; Culture Officer. If the manager/ supervisor fails to notify the Chief People &amp; Culture Officer, the manager/supervisor may face disciplinary action.</p>
G02 Code of Conduct G19 Recruitment
3 years
New: November 1995 Revised: December 2008 Revised: February 2016