

HIRING OF RELATIVES POLICY



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 others in a personal relationship; and/or
- Legitimately prevent the misuse of authority and influence or the appearance of such misuse.

Scope

This policy applies to all Britannia Society employees.

Definitions

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

An **indirect reporting relationship** occurs when an employee reports to a supervisor and that supervisor reports to a manager; thus, the employee indirectly reports to the manager.

Hiring or Employment includes transactions such as new appointments, promotions, transfers, temporary and acting positions, work assignments, training assignments and compensation adjustments.

Family Relationships include relationships to another individual as spouse (including commonlaw spouse and same sex partner), parent, child, sisters, brothers, grandparents, grandchildren, aunts, uncles, nieces, nephews, cousins, in-laws (including mother in-law, father in-law, sister in-law or brother in-law) or a variation on such relationships as determined by Britannia to be subject to this policy.

Personal Relationships includes relationships that are romantic in nature.

A **conflict of interest** exists when an employee could gain or be perceived as gaining a special advantage due to a Family or Personal Relationship with another Britannia employee, or conversely, where Britannia is at risk due to the Family or Personal Relationship between two employees. In the employment of individuals where a Family or Personal relationship exists, conflict of interest situations include:

- a. Any influence exercised directly or indirectly by a Britannia employee in the selection and hiring process;
- b. Direct or indirect supervisory relationships;
- c. The ability of one employee to influence or exert financial or administrative control over another existing or prospective employee;
- d. The ability of an employee 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 of an existing or prospective employee; and/or
- e. Employees in a family or personal relationship employed in circumstances that establish a real or potential security, confidentiality, or financial risk to Britannia.

POLICY STATEMENTS

- In accordance with Section 13 of the BC Human Rights Code, the Britannia Community Services Centre Society will not discriminate in its employment practices on the basis that a person is in a Family or Personal Relationship with another individual employed by Britannia. Individuals involved in a Family or Personal Relationship with a Britannia employee are eligible for employment with Britannia provided that:
 - a. Individuals are not employed in circumstances where a real or perceived conflict of interest exists;
 - b. Britannia employees do not directly or indirectly influence the selection or hiring process in which their relative or a personal relationship exists with a candidate;
 - c. The hiring process is open, equitable, fair and transparent. Candidates are selected in accordance with Britannia's hiring related policies and applicable collective agreements. Hiring fairness will be ensured through the following measures:
 - a. applications for employment will be made through regular Britannia processes,
 - b. candidates will possess the required qualifications for the position, and;
 - c. candidates will be considered on the basis of merit.
- If a real or perceived conflict of interest arises due to the development of a Personal Relationship between two employees or employees in a Family or Personal Relationship are assigned to work in a situation that creates a real or perceived conflict of interest:
 - a. The employees will notify their manager or Manager of Administrative Services without delay.
 - b. The manager/supervisor and Manager of Administrative Services 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 Executive Director will be informed.
 - c. The Executive Director or designate will take steps to remedy the real or perceived conflict of interest, including investigation of alternative employment for one of the related employees.
- If an employee is involved in a Personal or Family Relationship with another employee that creates a real or perceived conflict of interest and fails to notify their manager /supervisor or Manager of Administrative Services, the employee will be subject to disciplinary action. If a manager /supervisor has knowledge of a Family or Personal Relationship between two employees that creates a real or perceived conflict of interest, the manager/supervisor will notify the Executive Director or Manager of Administrative Services. If the manager/ supervisor fails to notify the Executive Director or Manager of Administrative Services, the manager/supervisor will be subject to disciplinary action.