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## GENERAL MANUAL POLICY

APPROVED BY:

K. G. Pichard  
Executive Director

CATEGORY: Human Resources

TOPIC: Nepotism

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### POLICY

It is the policy of Community Living Thunder Bay to allow employees of the same family, (see definition of family in the procedure section of the Nepotism Policy or Conflict of Interest Policy), to work for the Association. Family members are not allowed to work in the same area. It is the employee, volunteer or board member's responsibility to identify and disclose all potential, actual or perceived conflicts of interest regardless of whether or not the employee, volunteer or board member derives benefit from the conflict.

### **EMPLOYMENT PRACTICES AND FAMILY MEMBERS**

An employee, volunteer, or board member shall declare a conflict in any discussions, or recruitment and employment practices regarding an immediate family member.

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**PROCEDURE**

**EMPLOYEE**

When an employee is faced with a situation involving an existing, potential or perceived conflict of interest, the following process shall be utilized:

1. The employee is to inform his/her immediate supervisor in writing.
2. The supervisor in consultation with the Director of Human Resources may determine:
  - a) no conflict exists; or
  - b) a conflict of interest does/may exist and will either:
    1. enter a written agreement with the employee; or
    2. refer the situation to the Executive Director to resolve, or in the case of a potential conflict of interest involving the Executive Director, to the President of the Board of Directors.

In all cases, the report or agreement is to become part of the employee's personnel file.

**BOARD MEMBER**

When a board member is faced with a situation involving an existing, potential or perceived conflict of interest, the following process shall be utilized:

1. The board member is to inform the President of the Board in writing.
2. The President of the Board in consultation with the Executive Director may determine:
  - a) no conflict exists; or
  - b) a conflict of interest does exist and will either resolve it or enter into a written agreement with the board member.

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### GENERAL RECRUITMENT AND EMPLOYMENT

In accordance with Ontario Human Rights Code, section 5(1), Community Living Thunder Bay will not discriminate in its hiring practices on the basis that the person is related to a current or former employee.

To ensure that family or marital relationships do not influence judgment on the quality of work or decisions in hiring, promotion, or dismissal, and in the interest of fair recruitment and employment practices, Community Living Thunder Bay adheres to the following:

1. Application from immediate family members of individuals in the following positions shall not be considered for staffing purposes with Community Living Thunder Bay:
  - Executive Director
  - Positions that report directly to the Executive Director
  - Positions in the Human Resource Department

These restrictions will remain in effect for a twelve-month period following the conclusion of the above-named individual's employment with the Association.

Applications from individuals we serve or non-immediate family members will be considered; above-noted employees must declare a conflict of interest as soon as the conflict is known.

2. Members of the same immediate family will not work for the same program.
3. An employee will not be directly supervised by an immediate or non-immediate family member.

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It is the responsibility of the employee to notify the Director of Human Resources, in writing, of any conflict as soon as the conflict is perceived or known. Staff of the Human Resource Department will make appropriate inquiries in order to assist in avoiding a conflict that an employee may not be aware of.

The Director of Human Resources will make recommendations to the appropriate personnel and/or prepare for employee transfers as required.

The report or agreement is to become part of the employee's personnel file and/or part of the hiring file.

### DEFINITIONS FOR THE PURPOSES OF THE POLICY ARE AS FOLLOWS:

#### IMMEDIATE FAMILY MEMBER:

Immediate family member is defined as: mother, father, step-mother, step-father, foster parent, sister, brother, spouse (including common-law spouse), fiancé, child (including child of common-law spouse), step-child, ward, grandparent, grandchild, mother-in-law, father-in-law, spouse's grandparent, brother-in-law, sister-in-law, and any relative with whom the person permanently resides.

#### NON-IMMEDIATE FAMILY MEMBER:

Non-immediate family member is any relative not listed above.