Title: Employment of Relatives

Women's College Hospital		Policy No:	3.20.002
Title	Employment of Relatives	**Original:** (mm/dd/yyyy)	August 1, 2006
Category	Human Resources	**Reviewed:** (mm/dd/yyyy)	June 14, 2017
Sub-category	Employee Relations	**Revised:** (mm/dd/yyyy)	August 1, 2010
Issued by:	Human Resources		
Approved by:	Senior Leadership		

Note: Where employees are covered by a collective agreement, provisions of the collective agreement will apply.

Policy Statement:

It is the policy of Women's College Hospital to promote open and fair recruitment practices. The intent of this policy is to ensure fair and equitable treatment of all employees and volunteers by eliminating the potential conflict of interest, perception of favourable interest or any other potential fraud etc.

The recruitment of members of an immediate family or individuals in a relationship e.g. listed below, within the same work unit is prohibited. An employee or volunteer will not be placed in the same work unit with another member of his or her immediate family or under supervision of individuals with whom the employee or volunteer has a personal relationship.

An employee who is related to a candidate for employment or volunteer, shall not be involved in any aspect of the recruiting process so as to avoid allegations of preferential treatment.

An individual must disclose during the recruitment process whether they have any relatives working in the Hospital/Department/Unit.

This policy will apply to all employment situations, permanent full-time, part-time, casual, temporary assignments, secondments, summer positions, as well as volunteer positions.

Definitions:

Work unit:
Any group of employees working under the direct supervision of one individual.

Immediate family:

Immediate family members include individuals related by blood or marriage (including foster and step relationships). Immediate family is defined, but not limited to father, mother, grandparent, daughter, son, husband, wife, brother, sister and in-law (in-law includes father, mother, daughter, son, sister and brother), aunts, uncles, cousins, in addition to common-law partners and same-sex partners and divorced partners. Other relatives will be considered on an individual basis.

References:

Conflict of Interest policy