

## Employment of Relatives - Appendix No. 335A

### *Definition:*

A “relative” is included but not limited to:

- Spouse
- Parent
- Child
- Stepchild
- Sibling
- mother-in-law
- father-in-law
- grandparent
- niece/nephew
- aunt/uncle
- cousin

### *Procedure:*

- a) A relative being considered for employment must meet the requirements and qualifications for the position.
- b) If the person responsible for hiring is a relative of the applicant, employment interviews are to be conducted and must include another appropriate person(s) as part of the selection process.
- c) In order to avoid conflict of interest situations, or allegations of favouritism/nepotism, and in consideration of other employees, the position offered to a relative must not be supervised by another relative.
- d) If a relative-relationship occurs during the course of employment, whether through promotion, internal transfer, reassignment of duties, marriage, etc. and a relative relationship/status becomes the employment situation, the matter is to be reviewed in consultation with the Human Resources Office.