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## Employment of Relatives

### 1. PURPOSE

To ensure the Library:

- avoids any conflict of interest with respect to the employment of relatives
- hiring candidates and employee advancement is not influenced by a relative(s) employed by the Library

### 2. POLICY STATEMENT

The Library is committed to ensuring that the best qualified candidates are selected for positions within the organization. While the employment of relatives is permissible, additional precautions are required to ensure that conflicts of interest, whether through a direct reporting relationship or an indirect reporting relationship, do not arise. This policy and its companion procedures assure that conflict of interest situations between relatives are avoided, and that, to the extent possible, hires, advancements, and promotions are done on the basis of the candidate's merit, skill, ability to perform the duties of the position, experience and where applicable, past performance. It also provides assurance that candidates for employment or advancement, who are related to existing Library employees, are not unduly discriminated against if conflicts of interest between the candidate and his/her relative can reasonably be avoided.

### 3. SCOPE

All employees, including but not limited to regular, contract and temporary workers.

### 4. DEFINITIONS

4.1. For the purpose of this policy, related employees and/or relatives and/or a family member and/or a family relationship is defined as an Employee's:

- Spouse
  - Sisters/Step-sisters
  - Father-in-law
  - Son-in-law
  - Same-sex Spouse
  - Grandchildren/Step-Grandchildren
  - Parents/Step-parents
  - Brothers/Step-brothers
  - Brother-in-law
  - Daughter-in-law
  - Aunt/Uncle
  - Guardian
  - Children/Step Children
  - Mother-in-law
  - Sister-in-law
  - Common-law Spouse
  - Grandparent/Step-grandparent
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- 4.2** A direct reporting relationship is when an employee reports directly to a family member.
- 4.3** An indirect reporting relationship is when an employee reports indirectly to a family member or where the family member has the ability, as a result of his/her duties and responsibilities in the unit of service to influence the employee's working conditions and/or exert influence in the employee's working environment and/or exert influence on the opportunity for advancement of the employee. An indirect reporting relationship exists even though there are levels of supervision in between two employees who are relatives.

This policy will be reviewed annually.