



## Employment Policy on Hiring of Relatives

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Administrative Responsibility:	Director, Human Resources
Approver(s):	Vice-President, Finance & Administration and Vice-President, Academic

### 1. Purpose

This policy provides guidelines and direction regarding the hiring of employees' relatives.

### 2. Scope

This policy applies to all OCAD University ("OCAD U" or "the University") employees.

### 3. Policy

OCAD University supports hiring on the basis of merit, and does not discriminate in favour of, or in opposition to, the hiring of more than one member of a family.

Due to the potential for perceived or actual conflicts of interest, however, the following restrictions apply to the hiring of an immediate relative:

- No person shall be hired, transferred or promoted to a position under the direct supervisory responsibility of an immediate relative;
- No person shall be hired to work within the same department or program as an immediate relative; and
- No employee shall participate in the appointment, compensation or evaluation of an immediate relative.

No exception to this policy may be made without the written consent of the relevant OCAD U Vice-President.

For the purposes of this policy, "immediate relative" refers to: spouse (includes common-law spouse and same-sex partner); parent; child; brother; sister; mother-in-law; father-in-law; son-in-law; daughter-in-law; sister-in-law; brother-in-law; grandparent; grandchild; aunt; uncle; niece; or nephew.