

NEPOTISM

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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| Category: | C. People & Culture |
| Parent Policy: | C04 |
| Approval Date: | February 16, 2016 |
| Effective Date: | February 16, 2016 |
| Procedure Owner: | Chief People & Culture Officer |

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| Overview: | |
| Procedures: | <p>In accordance with the Human Rights Code, Olds College will not discriminate in its hiring practices on the basis that a person is a relative or close friend to a current employee. To this end, relatives and close friends of Olds College employees are eligible for employment with Olds College provided that:</p> <ol style="list-style-type: none"> 1. The hiring process is open and equitable, and candidates are selected in accordance with Olds College's hiring-related policies; 2. Olds College shall accept applications from, and consider a member of an employee's immediate family and close friends for employment if the candidate has all the requisite qualifications; 3. An immediate family member and close friend shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the friend or family member, or if his/her employment could create a conflict of interest either real or imagined; 4. Olds College employees do not directly or indirectly influence the selection and hiring process in which their relative and/or close friend is a candidate; 5. Managers and supervisors exclude themselves from any hiring process where their relative and/or close friend is a candidate; 6. A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or 7. Relatives and/or close friends are not employed in positions where a real or perceived conflict of interest exists. If a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest: <ul style="list-style-type: none"> • The employees will notify their manager/supervisor or People & Culture. • The manager/supervisor and People & Culture will work together to assess the situation and determine whether there is a real or perceived conflict of |

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| Definitions: |
| Related Information: |
| Review Period: |
| Revision History: |

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| <p>interest. If there is a real or perceived conflict of interest, the Chief People & Culture Officer will be informed.</p> <ul style="list-style-type: none"> • The Chief People & Culture Officer, in consultation with the manager/supervisor, will make reasonable efforts to investigate suitable options within Olds College for the employees. <p>8. If two related employees or two employees in a relationship or close friendship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor or People & Culture, they may be subject to disciplinary action. If a manager/supervisor has knowledge of a relationship between two employees where a real or perceived conflict of interest exists, the manager/supervisor will notify the Chief People & Culture Officer. If the manager/ supervisor fails to notify the Chief People & Culture Officer, the manager/supervisor may face disciplinary action.</p> |
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| A25 Code of Conduct C01 Recruitment |
| 3 years |
| New: November 1995 Revised: December 2008 Revised: February 2016 |