

Policy Title: Nepotism

Category:	☐ Institutional - Board ☐ Academic - Administrative ☐ Institutional - Administrative ☒ Employment - Administrative		
Approved by:	☐ Board ☒ President		
Date approved:	May 29, 2025	Effective date:	May 29, 2025
Policy Sponsor:	Vice President Administration and Finance	Date last reviewed:	May 29, 2025
Date of Mandatory Review (expiry date):	May 2030	Date of last revision of Procedures:	May 29, 2025

1. POLICY

1. Relatives and close friends of CMCC employees are eligible for employment with CMCC provided that:
 - a. employees who are related are not involved in a supervisory/reporting relationship with one another. This means they may not audit, evaluate or review in any manner the work of the relative.
 - b. employees are not transferred, promoted or hired inside a reporting relationship with a relative / close friend.
2. An employee shall not be part of, nor exert any influence on the hiring decision of the recruitment committee when a relative is considered for a position.
3. If two employees become family members, domestic partners, significant others and/or in a similar personal relationship, both may retain their positions provided one is not under the direct or indirect supervision of the other.
4. No relationship shall create a disruption or potential disruption in the work environment, or create an actual or perceived conflict of interest.
5. The existence of a relationship shall not, in and of itself, constitute grounds of inappropriate behaviour which may exist between the parties, nor shall it constitute grounds for a complaint filed by an employee as it relates to their relative.

2. PURPOSE

To provide equal opportunity for employment at CMCC whether individuals have personal relationships with employees or not, and to avoid circumstances of favouritism, disruptions, and conflicts of interest.

3. SCOPE

All employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- *Ontario Human Rights Code*

In accordance with human rights legislation, Canadian Memorial Chiropractic College will not discriminate in its hiring practices on the basis that a person is a relative or close friend to a current employee. Relatives and close friends of employees are eligible for employment provided that:

- The hiring process is open and equitable, and candidates are selected in accordance with Canadian Memorial Chiropractic College hiring policies
- The candidate has all the requisite qualifications
- Employees do not directly or indirectly influence the selection and hiring process in which their relative or close friend is a candidate
- Managers and supervisors exclude themselves from any hiring process where their relative or close friend is a candidate
- A direct or indirect supervisor-subordinate reporting relationship is not created between such employees; and/or
- Relatives 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 a personal relationship, the employees will notify their manager or Human Resources (HR) who will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest, the Vice President, Administration and Finance (VPAF) will be informed. The VPAF, in consultation with HR and the manager, will make reasonable efforts to investigate suitable options within for one of the employees.
- If two related employees or two employees in a relationship fail to notify their manager or HR of a conflict of interest, they may be subject to disciplinary action. If a manager has knowledge of a relationship between two employees where a real or perceived conflict of interest exists, the manager will notify HR. Failing making this notification, the manager may face disciplinary action.

5. RELATED POLICIES (not a comprehensive list)

- Diversity and Equal Opportunity

6. DEFINITIONS

A direct reporting relationship occurs when an employee reports directly to a supervisor or manager.

Employee in this policy includes anyone receiving payment for their work, including consultants.

An indirect reporting relationship occurs when an employee reports to a supervisor and the supervisor reports to a manager – thus, the employee indirectly reports to the manager.

Nepotism is favouritism granted to relatives or close friends, usually in the form of hiring practices and employment activities.

Relative means any person who is a spouse or common-law partner, child, sibling, parent or grandparent of the employee or is related by marriage, and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee is similar to that of persons who are family members or related by marriage.

New Policy Approved (date):	
Policy Revision History (dates):	December 13, 2011 – Employment of Relatives April 30, 2020 May 29, 2025

7. PROCEDURES

1. Employees of CMCC must declare their relationship with any potential candidates for employment with CMCC who may fall within the conditions of this policy.
2. If a relationship results in one member being under direct or indirect supervision of another, within 30 days of the relationship being created, a plan must be formulated to address the supervisory relationship.
3. Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the manager and HR and the following procedures will be followed:
 - a. A determination will be made whether the relationship is subject to the Nepotism policy based on the conditions described above.
 - b. If the relationship is determined to fall within one or more of the conditions described in this policy, the HR Director in consultation with the affected employees and Vice President, Administration and Finance (VPAF) will attempt to resolve the situation through the transfer of one employee to a new

position or identifying some other action (e.g. supervisory reassignment) which will correct the conflict identified.

- c. If accommodations are not feasible then, with the affected employee's suggestions, the HR Director in consultation with the VPAF will determine which employee must resign to resolve the situation.

New Procedure Approved (date):	
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8. ATTACHMENTS

None.