

**Name:** **Nepotism**  
Policy Number: 6-2002  
Origin: Human Resources  
Approved: March 20, 2003  
Issuing Authority: Vice-President, Finance & Administration  
Responsibility: Senior Director, Human Resources  
Effective Date: October 14, 2014  
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## 1. Purpose

To define the University's policy as it relates to the employment of Relatives. This policy is designed to minimize the occurrence of a conflict of interest in employment decisions and to manage them when they do arise. The policy has three parts: 1. Identification of the character of the individual

### 1.2. Disclosure

Conflicts of interest and potential conflicts of interest related to employment must be disclosed in accordance with this policy. In addition, any person who knows or has reasonable grounds to believe that an undisclosed conflict of interest exists is required to report it.

### 1.3. Resolution

Conflicts of interest shall be resolved within a framework and with procedures that attempts to ensure the best interests of the University.

## 2. Scope

The provisions of this policy will apply to Saint Mary's University employees with the exception of full time faculty and professional staff.

A Relative is defined as follows: spouse, common-law spouse (whether opposite sex or same sex), child, stepchild, sibling, parent, sister/brother-in-law, grandparent, grandchild, or variation on such relationships as determined by the University to be subject to this policy. This policy will apply to persons who are involved with each other in a personal relationship.

### 5. Statement

In order to avoid any compromise, real or apparent, of an employee's position as a result of a conflict of interest in employment decisions or departmental administration, the employment of a Relative of a University employee, must be given careful consideration.

The employment of a Relative of a University employee is not prohibited. However, an appointment, transfer, promotion, or awarding of a contract for services shall not normally

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