



Employment Policy on Hiring of Relatives

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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.