

Section:	Human Resources
Policy:	4.02
Revised:	May 2023
Approval:	

4.02 Hiring of a Relative Policy

1. Purpose

The purpose of this policy is to state that Kootenay Christian Academy will avoid any conflict of interest when employees, who are relatives, work for the school.

2. Persons/Area Affected

All employees of Kootenay Christian Academy.

3. Policy

The policy of Kootenay Christian Academy is to ensure that if relatives are hired, there is no nepotism, or potential nepotism, that gives them an unfair advantage over other employees. Employees will not directly supervise a relative.

4. Definitions

Nepotism: The unfair practice of showing favouritism (ex: given jobs or preferential treatment) based on family relationship.

Relative: A spouse, parent, grandparent, child, step-child (or any child in a parent/child relationship with the employee), sibling, aunt, uncle, niece, nephew, cousin. This definition includes those related by marriage or common-law relationship.

5. Responsibilities

- 5.1. The employee must make known to the principal the nature of the relationship with the relative.
- 5.2. The potential employee must declare their relationship at the time of applying for employment.
- 5.3. The principal will ensure that relatives are not in a direct reporting relationship in order to avoid any potential conflict of interest.

6. Procedures

- 6.1. The employee will provide written notice to the principal regarding the nature of their relationship with the relative at the time that the relative applies to work for Kootenay Christian Academy.
- 6.2. The potential employee will provide the same at the time of their application for employment.
- 6.3. The principal will ensure:
- 6.4. The employee does not participate in the hiring, placement, supervision or promotion of relatives.

- 6.5. The employee does not supervise anyone who is involved in the hiring, placement, supervision or promotion of the employee's relatives.
- 6.6. The principal, while protecting the interests of the school, will also ensure that the potential employee is treated fairly, and that they will not be denied employment based on marital status or family relationship alone. The principal will assess each potential situation individually.
- 6.7. If there is a reassignment of roles or responsibilities that could potentially (or does) result in a conflict of interest for relatives, the employees must remind the principal of their relationship, so that the principal can take appropriate action.