



Nepotism Policy

Policy owner: General Manager
Audience: URSU Executive, Board of Directors, URSU Staff
Approved: Board of Directors (Board Meeting February 9, 2021)
Last Reviewed: February 3, 2021
Review Schedule: July 2023

1. Introduction

The Students' Union of the University of Regina Inc. (URSU) is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times. We have adopted this policy to ensure that our organization and hiring processes are free of any conflict of interest.

2. Definitions

Nepotism- Favoritism granted to relatives or close friends, usually in the form of hiring practices, employment activities, and the awarding of service or supply contracts.

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

Indirect Reporting Relationship- 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.

Employee – an individual [employed](#) by URSU for wages, salary or honorarium and individuals or companies that are contracted by URSU to supply products and/or services in excess of \$3,000 per contract.

Hire (Hiring) - to [employ](#) someone or [pay](#) an individual or company to do a [particular job](#).

3. Policy

In accordance with human rights legislation, URSU 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 URSU employees are eligible for employment with URSU provided that:

1. The hiring process is open and equitable, and candidates are selected in accordance with URSU 's hiring-related policies;
2. URSU 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. URSU 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:
 - a. The employees will notify their manager/supervisor.
 - b. The manager/supervisor and the General Manager will work together to assess the situation and determine whether there is a real or perceived conflict of interest.
 - c. The General Manager, in consultation with the manager/supervisor, will make reasonable efforts to investigate suitable options within URSU for one of the employees.
8. 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 General Manager.

4. Consequences for Non-Compliance

If two related employees or two employees in a relationship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor, they may be subject to disciplinary action.

If a manager/supervisor having knowledge of a relationship between two employees where a real or perceived conflict of interest exists fails to notify the General Manager, the manager/supervisor may face disciplinary action.

Managers/supervisors may face disciplinary action, up to and including termination of employment for violating the rules of this policy.

5. Related Information

[Conflict of Interest and Conflict of Commitment Policy](#)