



# Woodstock Public Library Policy

---

**Policy Name:** Nepotism Policy

**Category:** Personnel

**Version:** May 14, 2024

---

## POLICY STATEMENT AND RATIONALE

To provide guidance and outline processes with respect to hiring and promotion with the intent to avoid conflicts of interest.

## SCOPE

This policy applies to all current and future employees/trustees of the Woodstock Public Library and Woodstock Public Library Board. Any conflicts in existence prior to the original date of enactment (May 18, 2004) will be exempted.

All familial relationships not covered by the definition below must also be declared to ensure transparency and remove any potential conflicts that could arise due to the relationship.

The Woodstock Public Library shall abide by the Human Rights Code and all other legislation relevant to its hiring practices as it relates to hiring individuals with family relationships to existing employees.

## DEFINITIONS

**Nepotism** refers to the appointment to a position, or the receipt of an employment benefit based on one's kinship or relatives.

**Immediate Relative** refers to:

- Spouse/Partner, including domestic partnerships,
- Children and grandchildren, including step and in-laws,
- Parents and grandparents, including step and in-laws,
- Siblings, including step and in-laws,
- Nieces and nephews, including step and in-laws,
- Aunts and uncles, including step and in-laws.

# **POLICY, PROCEDURE, AND IMPLEMENTATION**

## **1.0 Recruitment**

- 1.1 The immediate relatives of Library Employees and Library Board Trustees will not be employed by the Woodstock Public Library Board, in any capacity, under any of the following circumstances:
  - a) Where a Supervisor/Subordinate relationship is created with the family member wherein one of the employees is in a supervisory capacity.
  - b) Where one party would be responsible for auditing the work of the other.
  
- 1.2 It is the goal of the Woodstock Public Library to avoid creating circumstances in which there is the appearance, whether real or perceived, of favouritism or conflicts. Should a relationship addressed within this policy be identified during recruitment, it must be immediately reported to the Chief Executive Officer, who will make a determination using the following guidelines:
  - a) The relationship is not subject to the Nepotism policy.
  - b) Hiring of the relative will not result in a situation where an employee will be the direct supervisor of a relative or be responsible to audit the work of the relative or have their work audited by the relative.
  - c) An application was received in a normal manner and the standard recruitment and selection process was not circumvented.
  - d) The candidate to be hired is the best qualified for the position requirements.
  - e) There was no undue influence exerted on the interviewers.
  - f) No potential conflicts or other difficulties appear to exist.
  - g) A relative of the candidate did not take part in the selection process.

## **2.0 Employment**

- 2.1 This policy must be considered when hiring, promoting, or transferring any employee.
  
- 2.2 It is the responsibility of every employee to identify to the Chief Executive Officer any potential or existing relationship which falls under the definitions provided in this policy. Employees who fail to disclose close personal relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.
  
- 2.3 In the event that persons become relatives of one another after they have been hired and where one supervises the other, the situation will be reviewed by the Chief Executive Officer and Director of Library Services to determine what action shall be taken to remove the reporting relationship.

- 2.4 No personal employee relationship covered by this policy shall be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

## **RELATED DOCUMENTS AND POLICIES**

Ontario Employment Standards Act  
Ontario Human Rights Code

## **DOCUMENT REVISION RECORD**

Adoption Date: 18 May 2004  
Review Cycle: Once per Term  
Last Reviewed: 14 May 2024  
Resolution No.: 24-41