

As Approved by the Board of Trustees

In its meeting of January 12, 2018

UOB Policy on Nepotism and Personal Relationships in the workplace

PURPOSE

The employment of relatives can cause numerous issues and problems including: favoritism, conflicts of interest or the appearance of conflicts of interest, disruption or potential disruption in the workplace.

The University's longstanding policy is to base employment decisions solely on need, individual qualifications, skills, ability and performance.

The University therefore may permit the hiring of the best qualified individuals notwithstanding the fact that they might fall under the below definition of relative.

SCOPE

This Policy applies to all types of hire and employment, including Faculty and Staff, all of which are herein collectively referred to as "Employees".

It shall also apply in cases of marriage while employed.

DEFINITION OF RELATIVE

To avoid situations that may lead to favoritism and potential conflicts of interest the definition of relative should be broadly interpreted. For the purpose of this Policy, it shall include the following relationships: relationships established by blood, marriage, or legal action, for example:

Father	Uncle	Father-in-law	Stepparent
Mother	Aunt	Mother-in-law	Stepchild
Son	Nephew	Son-in-law	
Daughter	Niece	Daughter-in-law	
Brother	Grandfather	Brother-in-law	
Sister	Grandmother	Sister-in-law	
Spouse	Grandchild		

The definition also includes partners and domestic partners (a person whose life is interdependent with the Employee and who shares a same residence) and their children.

POLICY

The policy of UOB is to avoid the hiring, transfer or promotion of relatives into situations where the possibility of favoritism or conflicts of interest may occur.

The University may allow personal relationships to be maintained or hire individuals with personal relationships with Employees under the following conditions:

- Employed relatives may not work under the supervision of the same manager;
- Employed relatives may not create a supervisor/subordinate relationship with each other;
- Employed relatives may not evaluate each other;
- The relationship cannot create adverse impact on the workplace, productivity or performance;
- The relationship cannot create a conflict of interest or a perceived conflict of interest;
- Employed relatives cannot be employed if either serves on a Board, Committee or Council engaged in the decision making process related to the salary, promotion, performance, appraisals, work assignments or other employment conditions of each other.

PROCEDURE

Before an offer of employment is made to a relative, prior authorization to make such an offer must be obtained from the President of the University or his designated representative as per the attached form (Attachment A).

In application of this Policy, Human Resources shall include in all employment postings or applications the attached Nepotism and Personal Relationship in the Workplace Disclosure Form (Attachment B).

Human Resources shall apply the same principle while considering promoting or transferring an Employee through reviewing the Nepotism and Personal Relationship in the Workplace Disclosure Form (Attachment B).

All requests for an exception to this Policy shall be made in writing to the President of the University who shall have total discretion in the matter.

In considering whether a relationship falls within this Policy, all Employees are requested to disclose the facts in the Nepotism and Personal Relationship in the Workplace Disclosure Form.

ATTACHMENT A

Nepotism and Personal Relationship in the Workplace Authorization

Authorization is hereby requested to make an offer of employment to an Applicant who is a relative of an Employee.

1. APPLICANT INFORMATION

Name of Applicant:

Qualifications of Applicant:

Position the Applicant is being considered for:

Department to which the Applicant will be considered for:

2. EMPLOYEE INFORMATION

Name of the Employee:

Nature of the Relationship:

Department to which the Employee is assigned to:

Human Resources Authorization:

Signature:

Name:

Date:

President Authorization:

Signature:

Date:

ATTACHMENT B

Nepotism and Personal Relationship in the Workplace Disclosure Form

An Application is hereby made for employment at UOB where a relative is currently employed.

1. APPLICANT INFORMATION

Name of Applicant:

Position the Applicant is applying to:

2. EMPLOYEE INFORMATION

Name of the Employee:

Nature of the Relationship:

Department to which the Employee is assigned to:

The above information is hereby granted in my own volition in application of the University's Policy on Nepotism and Personal Relationship in the Workplace. I hereby fully understand and agree that the acceptance of my Application may be influence by this Disclosure and remains at the sole discretion of the University.

Name of Applicant:

Signature:

Date: