

Number:	RHR-210
Title:	Hiring of Relatives and Prevention of Conflict of Interest
Person responsible for enforcement:	Vice-Rector of Administration
Entered into force:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Policy statement

The University wishes to avoid real or apparent conflicts of interest that could result from relationships of authority coinciding with relationships based on family ties.

2. Definitions

2.1 Relative

In the present regulation, relative refers to a person related by blood or marriage and this to the second degree inclusively, that is, to spouse/partner, father, mother, brother, sister, son, daughter, nephew, niece, grandson, granddaughter, uncle and aunt.

2.2 Spouse/Partner

Is the person with whom one is married or with whom one lives since at least a year in a relationship resembling that of marriage, and that you have declared to the University as a partner. The definition of relative includes the parents of the spouse/partner.

3. Regulation

- 3.1 No person shall be hired, transferred or promoted to a position reporting directly to a relative of that person.
- 3.2 An employee must not take part in the hiring process or placement of a relative (includes the evaluation process) nor may he or she try to influence these procedures in any way whatsoever.
- 3.3 The hiring of a relative within the same department is not recommended, even if there does not exist a direct relation of authority among the persons concerned.
- 3.4 When an employee marries or becomes the de facto partner of his or her supervisor, the supervisor must inform the University of this fact in writing. In such circumstances, all reasonable steps must be taken to eliminate any real or apparent conflict of interest without, however, penalizing one or the other of the spouses/partners.

4. Area of application

This regulation also applies to all University staff, including persons paid through a grant or research contract.