



Procedure

1. CDSBEO is committed to a fair and transparent hiring process and shall give due regard to avoid any conflicts of interest, including nepotism and favouritism.
2. For the purposes of this policy, “relationship” means any relationship of the employee to persons of:
 - their family, whether related by blood, adoption, marriage, or common-law relationship;
 - an intimate and/or financial nature during the preceding five years; or
 - past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.
3. No employee of CDSBEO shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.
4. Where the person with whom the employee has the relationship is one of multiple applicants or candidates in a competitive hiring process, the employee shall not participate in, or influence the outcome of, any aspect of that hiring process.
5. Where a conflict of interest as identified in the preceding sections occurs, the employee shall immediately disclose the nature and extent of the conflict to the Superintendent of Human Resources. If the Superintendent of Human Resources determines that a conflict of interest exists, they shall assign these duties to another person who does not have a conflict of interest and shall give any further direction to the employee considered necessary to protect the integrity of the hiring process.
6. Prior to holding any interviews, panels are provided with a list of applicants to determine if a conflict of interest exists.

No family and/or relatives are permitted to work together in a supervisory relationship, either in a subordinate or supervisory role to each other. It is the responsibility of employees to declare a conflict to their supervisor or manager when a family relationship develops that places them in a supervisory relationship.

7. In situations where conflict or potential conflict involves transfer of a family member or relative and, where the supervisor or manager feels the concern has sufficient validity, the family member or relative will not be transferred. The Director of Education must approve any exceptions.