



## Employment of Relatives & Family Members Policy

### Purpose:

Acres is committed to hiring the best qualified candidates for all positions within the company. Therefore, there shall be no general prohibition against relatives being employed with Acres.

In accordance with the provincial, federal, and all other applicable employment legislation, some restrictions will be placed on hiring relatives and/or placement of relatives following a change in personal status subsequent to hiring.

### Scope:

This policy applies to all Acres employees.

### Policy:

This policy is intended to ensure consistency and equity in hiring practices and to ensure adherence to employment legislation and Acres Policies and Procedures; and to also avoid current or potential conflicts of interest and/or influence.

### Definitions

For the purposes of this policy, a relative is defined as a member of the Acres employee's family or an individual with whom the employee has an intimate personal relationship.

Intimate personal relationships refer to consensual relationships.

### PROCEDURES

Employees will not be hired or be permitted to transfer into departments in which a relative is currently employed, when the hiring/transfer will result in or has the potential to result in a conflict of interest/influence; or a direct reporting relationship.

The following are some examples of conflict situations:

- a. direct or indirect supervisory responsibility.
- b. direct or secondary involvement in processes which involve decision making in situations such as hiring, promotion, discipline, salary determination, and leave arrangements of a relative.
- c. direct or indirect involvement in situations which could or potentially could create a risk in sound internal controls, accounting, finance, and/or labour relations practices.

- d. access to confidential information pertaining to a relative or a relative's employment.

This list is illustrative and not all encompassing.

There may be other situations where a conflict may potentially exist, and these situations will be handled in the same way. (Please refer to the Conflict of Interest policy for further details.)

Each case is reviewed on its own merits and decisions made will not constitute a precedent for future decisions.

Employees whose personal status changes and who become involved in an intimate personal relationship with an employee in the same department may be required to transfer to another department at the earliest possible opportunity following the change in personal status.

In situations where the conflict, or potential conflict, involves hiring/transfer of a relative and where, in the opinion of Acres, the concern has sufficient validity, the relative will not be hired/transferred.