



POLICY: Hiring Practices – Nepotism		POLICY NUMBER: PS-2-2
		PREVIOUS/REPLACES: Hiring Practices - Nepotism Personnel Recruitment & Staffing
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: June 2, 2022	PRIOR VERSIONS: September 9, 2015 December 10, 2012 May 21, 2009

1. Policy Statement:

The personnel employed at the Manitoba Institute of Trades and Technology (to be referred to as MITT) constitute the most important resource of the Institute for effectively conducting operations and services. MITT recruits and employs personnel to fill vacancies by selecting the individual who best matches the responsibilities described in the Position Profile wherever possible.

Employment of personnel shall be accomplished through an interview process conducted by the hiring manager and the Director, People Services and Organizational Development or designates(s) and a selection committee. Recommendations are made to the hiring manager.

MITT wishes to maintain a hiring practice free of conflict of interest. The purpose of this policy is to ensure that employment decisions both internal and external are free from any real, potential or perceived influence from when family members or individuals with a close personal relationship apply for employment at MITT. At the same time, MITT must not discriminate against any employee or applicant based on their marital or family status.

MITT permits members of the same immediate family or close personal relationships to be employed at the Institute, but all employees must abide by the following principles to avoid any potential conflict of interest during the employment relationship.

MITT is committed to the following principles:

- i. No MITT employee will attempt to use a family or close personal relationship for their personal gain.
- ii. No employee shall exert any direct or indirect influence by virtue of their position at MITT with respect to the hiring of a family member or close personal relationship for employment.
- iii. A direct supervisory relationship between a family member or close personal relationship will not be allowed to exist.
- iv. No employee will participate in deliberations regarding promotion of a family member or close personal relationship.



- v. No employee will participate in an evaluation of job performance of a family member or close personal relationship.
- vi. No employee will actively participate in the hiring process of a family member or close personal relationship, nor will they attempt to influence such a decision. A member of a selection committee for a position at MITT shall resign from the committee upon the disclosure that a family member or close personal relationship is a candidate for the position in question.
- vii. No person shall sign the authorization to hire or the employment contract of a family member or close personal relationship duly recommended for a position at MITT. Such authorization or contract shall be signed by the President & CEO or designate, or in the case of the President, the Chair of the Board.
- viii. Employees who become involved in a spousal relationship or develop a close personal relationship with another employee at MITT that involves either a direct or indirect reporting relationship or if they have a substantial working relationship with another employee are required to disclose this to the Director, People Services and Organizational Development. The Director will provide appropriate direction to the employee if any is required.

2. Scope:

This policy applies to all staff of MITT.

3. Procedure:

None

4. Administration:

The Director, People Services and Organizational Development is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every five years.

6. Reference:

Conflict of Interest Policy
Hiring Policy – Recruitment Policy
Code of Conduct & Staff Ethics Policy
Human Rights Code



7. Definitions:

Definition of family members: Husband, wife, (includes common-law wife and common-law husband), son, daughter, brother, sister, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, niece, nephew, aunt, uncle, grandparent, grandchild, step-child, stepsister, step-brother or step-parent and includes any other member of an individual's family who resides in the same household as the individual.

Nepotism: Favoritism granted to a family member or close personal relationship in hiring or an employment decision that does not take into account legitimate business criteria such as the individuals merit, qualifications, or performance.