



**Building Healthy Minds and Bodies since 1977**

## **4.13 EMPLOYEE RELATIONS**

### **PURPOSE**

Okanagan Gymnastics Centre (OGC) is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times.

Definition: For the purpose of this policy, immediate family shall include husband, wife, common-law spouse, son (step), daughter (step), mother, father, sister, brother, mother-in-law, father-in-law, grandparent, or grandchild.

### **POLICY**

OGC strives to be a family-friendly workplace and is committed to maintaining an environment in which members of the OGC community can work together. This policy provides guidelines for employee's personal or family relationships at work.

### **PROCEDURES**

#### ***Hiring an Immediate Family Member or Relative***

OGC will not discriminate in its hiring practices on the basis that a person is an immediate family member to a current employee. Immediate family members of OGC employees are eligible for employment with OGC provided that:

- The hiring process is open and equitable, and candidates are selected in accordance with OGC's hiring policies;
- OGC shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the required qualifications;
- OGC employees do not directly or indirectly influence the selection and hiring process in which their immediate family member is a candidate;
- Coordinators and supervisors exclude themselves from any hiring process where their immediate family member is a candidate;
- Immediate family members or relatives are not employed in positions where a real or perceived conflict of interest exists. If a real or perceived conflict of

interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest, the following will apply:

- If one family member has influence over another family member's conditions of employment the reporting structure is revised so that one employee no longer has direct influence over the other employee's conditions of employment.
- In some cases, a concern over conflict of interest may arise involving other close relatives - such as aunts, uncles, cousins, or relatives by marriage. When employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor.

### ***Relationships at work***

Employees are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace.

Employees who engage in personal relationships (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics or conflict of interest.

Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace.

The supervisor or employee who has influence or control over the other's conditions of employment has an obligation to disclose his/her relationship to the Director of Operations. The reporting structure will be revised so that one employee no longer has direct influence over the other employee's conditions of employment.

**APPROVED BY OGC BOARD OF DIRECTORS FEBRUARY 21, 2018**