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| Policy Name: | Anti-Nepotism Policy: favouring relatives and friends in the workplace | | | | |
| Section #: | EL-2 | Section Title: | Treatment of Staff | Issued: | October 2020 |
| Approval Authority: | | Adopted: | | Reviewed: | |
| Accountable Executive: | Lead Pastor | Revised: | January 2021 | | |
| Accountable Department: | Human Resources | Contact: | Human Resources Director | | |

Purpose

To ensure the principles of merit, equity and fairness apply when making decisions regarding the employment hiring, compensation, performance management, promotion or demotion of employees.

To ensure that familial relationships are a factor in decision making only when a 'reporting relationship' may be established between two family members, and when the possibility or perception of collusion, favouritism, conflict of interest, breach of confidentiality or potential harm to the operations or Riverwood is a significant concern.

Riverwood leadership, in consultation with and direction from the Board of Elders, has adopted this Anti-Nepotism Policy to ensure, as much as reasonably practicable, that fair, transparent, clear guidelines are established and that practices align with Human Resource legislation, anti-discrimination protocols and due diligence in recruitment of candidates.

Definitions

Within this policy the following meaning of terms applies:

"Reporting Relationship": An employment relationship where one family member has influence over another family member's employment through decisions, recommendations or judgements related to such matters as employment, compensation, performance management, promotion or demotion.

"Family" - two employees (or an employee and an applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage (for example, brother-in-law, step-sibling/parent).

"Close personal" - (in addition to the above) two people who although not family may have a close personal connection based on a number of factors including but not limited to: childhood friendship, mother/father – brother/sister type relationship, long time family friend, someone to whom the employee might feel a sense of obligation.

Policy Statement

Riverwood welcomes the opportunity to hire and retain qualified employees. From time to time, qualified candidates may have a close personal relationship with another staff member, by blood, marriage, or friendship. However, since such relationships can sometimes create problems in the workplace, including suspicions of favouritism if the related employees are in a reporting relationship, it is the policy of Riverwood that

- (a) any employee of Riverwood who has or acquires a family relationship with another employee shall not have any direct or indirect administrative or operational authority over the other person. This prohibition means that
 - (i) a person cannot supervise a family member; and
 - (ii) the family member cannot be in that person's chain of command; for example, a family member cannot work in a department in which a family member is the leader and responsible for the performance, accountability or employment security of that individual;
- (b) an employee of Riverwood cannot use their authority or position with the organization to benefit or to disadvantage another employee in a close personal relationship. Although all such potential misuses of authority cannot be listed here, examples include
 - (i) an employee signing an evaluation for a family member;
 - (ii) providing a reference for an open posting or assignment; or
 - (iii) signing/approving a cheque payable to a family member;
- (c) employees are required to notify the Lead Pastor and/or Human Resources designate of:
 - (i) any existing close personal relationships;
 - (ii) any close personal relationships that are created among employees (for example, by the marriage of two employees);
 - (iii) the potential employment by Riverwood of someone with whom the staff member has a close personal relationship;
- (d) the Lead Pastor will review and may reserve the right to refuse to hire a job applicant who is in a close personal relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee. Riverwood employees who marry one another during their employment will be allowed to remain with the church unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved;
- (e) the Lead Pastor will not hire members of their family to work at Riverwood. Please note the Grandfather Clause in the Appendix.

Policy Application

This policy applies to

- (a) all current and future staff;
- (b) all promotion, organizational restructuring changes and job reassignments; and
- (c) all full time, part time, term, temporary and casual hires.

Consequences of Non-Compliance

Should there be a confirmed, culpable and intentional violation of this policy, it will be referred to the Lead Pastor or Human Resource designate for investigation and resolution.

A violation of this policy may result in disciplinary action up to and including termination of employment of any one or all parties involved in the violation.

Privacy and Confidentiality

Legislation applicable to Human Resources and hiring practices changes from time to time. In applying this policy Riverwood will comply with all relevant legislative requirements as they may exist at the time.

The disclosure of close personal relationships between employees and/or candidates for employment shall not be disclosed unless;

- (a) it is required or permitted by law; or
- (b) it is required by management in the best interest of the organization and parties involved.

APPENDIX:

Grandfather Clause

This policy does not apply to the two family members of the Lead Pastor hired by the Elders Board prior to moving to Policy Governance in 2018. However, this policy would apply in situations of promotion or changes in role that would violate this policy.

As it was the Elders Board that previously hired these two employees, it will be their responsibility to ensure healthy accountability, supervision and unbiased evaluation of these two employees. In regards to the two employees, the Elders Board designate, a member of the Board, or a sub-committee of the Board shall

- (a) maintain the power to monitor, discipline or terminate employment;
- (b) review expenses, grant permissions, and manage the total compensation as they deem fitting;
- (c) allow day-to-day programming leadership and supervision to be provided by an assigned Senior Leader;
- (d) conduct performance reviews on the same schedule that pertains to all other Riverwood employees. These will be initiated by the HR Director
 - (i) in the case where the employee is a Senior Leader, the annual review will involve peer review, and a simplified 360 review to be compiled and presented by the Elders Board designate, a member of the Board, or a sub-committee of the Board;
 - (ii) in the case where the employee is not a Senior Leader, the annual review will be completed by the Senior Leader providing day-to-day supervision to the employee and submitted to the Elders Board designate, a member of the Board or a sub-committee of the Board for review.