

	POLICY	DOCUMENT ID	
	ANTI-NEPOTISM	PO-HR-CORP-002	
		PAGE	REVISION DATE
		1 OF 5	25-JAN-2016

ANTI-NEPOTISM POLICY

Approved by: CEDA Executive Team 25-JAN-2016

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1. Purpose

- 1.1 CEDA is always searching for the best employees. We encourage the application of all qualified individuals regardless of them being a Family Member of, or in a Personal Relationship with, a current CEDA employee. CEDA believes that employment related decisions concerning existing or potential Employees and/or Contractors are to be free from any real or perceived improper influence based on being a Family Member or involved in a Personal Relationship. However, CEDA also recognizes that existing Family Members and Personal Relationships with employees should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment or changes in employment.

2. Scope

- 2.1 This Policy applies to all Employees and/or Contractors of CEDA ("Employee" or "Employees").
- 2.2 In the union context, if this Policy contradicts a provision of the applicable collective agreement, the collective agreement shall prevail.
- Breach or abuse of this Policy may result in disciplinary action, up to and including termination of employment for cause.

3. Accountabilities

- 3.1 All Leaders are accountable for:
- Being familiar with, understanding and enforcing compliance with this Policy
 - Educating and explaining to all Employees and/or Contractors the contents of this Policy
 - Ensuring all hire, transfer and promotion decisions are made in accordance with this Policy
 - Apply a fair and consistent approach when administering this Policy
 - Immediately reporting any violations of this policy to the Vice President, Human Resources & Organizational Transformation
- 3.2 All Employees and/or Contractors are accountable for:
- Disclosing Family Members and Personal Relationships referenced in this Policy
 - Being familiar with, understanding and complying with this Policy
 - Immediately reporting any violations of this policy to the Vice President, Human Resources & Organizational Transformation

4. Definitions and Acronyms

- 4.1 **Nepotism** means the practice among those with power or influence of favoring relatives or friends.
- 4.2 **CEDA** means CEDA and its subsidiaries – all entities forming part of the CEDA group of companies.

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- 4.3 **Employee and/or Contractor** means any person employed by CEDA on a permanent full-time or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.
- 4.4 **Leader** means any person who has direct accountability for an Employee and/or Contractor or group of Employees and/or Contractors and may include but is not limited to Service Line Manager, Supervisor, Site Supervisor, etc.
- 4.5 **Family Member(s)** means immediate family members include: spouse/common law partner, mother (step/in-law), father (step/in-law), brother/sister (step/in-law), child (step). Extended family members include: grandparent (step/in-law), grandchild, aunt, uncle, cousin, nephew/niece. For the purposes of this Policy, both immediate and extended family member relationships are considered family members.
- 4.6 **Personal Relationship(s)** means in a relationship of a personal nature that has existed continuously for more than 3 months.
- 4.7 **Buyer** means any Employee that is authorized to purchase Goods or Services on behalf of CEDA.
- 4.8 **HR Representative** means a generalist, Manager, Director or Vice President of Human Resources and Organizational Transformation.

5. Policy

- 5.1 CEDA's hiring/promotion process promotes equal opportunity. Candidates are selected and employment decisions are made based on individual qualifications.
- 5.2 There shall be no opportunity allowed either directly or indirectly for an employee to influence or exercise favoritism over Family Members or Personal Relationships in the decision to employ, place, promote or change any terms or conditions of employment of any applicant for employment.
- 5.3 Employees and/or Contractors shall not attempt to use a Family Member or Personal Relationship for personal benefit or gain.
- 5.4 All job applicants will be requested to disclose all Family Members or Personal Relationships of current CEDA Employees or Contractors.
- 5.5 Employees and/or Contractors shall not be in a direct position of influence over an employed Family Member or Personal Relationship. Specific activities related to a direct position of influence relationship include, but are not limited to:
- approving expenses, travel or vacation;
 - having direct, or indirect, decision or influence over salary increases, performance management, promotions or any change in terms or conditions of employment;
 - Family Member(s) designated as Buyers and Approvers in the Supply Chain process; or
 - the approval of any financial obligation to CEDA.
- 5.6 Final approval for all new hires that would be impacted by this Policy will reside with the Senior Executive Leader of the operations or functional group. This will include the CEO, COO, CFO or their designate.

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6. Administration

- 6.1 All employees will be required to disclose to CEDA, all Family Members or Personal Relationships that they have with Employees and/or Contractors who are also working for CEDA. The form identified in Section 7 of this policy is to be completed and returned to Human Resources if a Family Member or Personal Relationship exists with a current Employee or Contractor in CEDA.
- 6.2 All new hires will be required to disclose all Family Members or Personal Relationships with current CEDA Employees and/or Contractors.

7. Supporting Documents

7.1

Document Name	Document Identification	Revision
Family & Personal Relationship Identification Form		

8. Interpretation and Updating

- 8.1 The Vice President, Human Resources and Organizational Transformation is accountable for responding to any requests for clarification and for regular review and updating of this Policy.

9. Revision Record

Revision Date	Section Affected	Changes Made
25 – JAN – 2016	All	New Policy Developed

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