

SAMPLE RELATIVES AND PERSONAL RELATIONSHIPS WORKING TOGETHER POLICY

PURPOSE

To set out the rules governing personal relationships among First Nations Health Organization's employees and the health board.

POLICY

The First Nations Health Organization is aware that conflicts of interest may arise when relatives work together. Nonetheless, all employees shall be expected to conduct themselves with integrity, ethics, honesty, and act in a professional manner while at work.

POLICY APPLICATION

1. Employees must notify their supervisor when a family relation may cause a conflict of interest.
2. Employees cannot participate in the hiring process when a relative in an applicant.
3. Employees cannot supervise a relative.
4. In the event a personal relationship develops, employees must notify their supervisor or Health Director regarding the conflict of interest.
5. The First Nations Health Organization Board members are to conduct themselves in a professional manner and if a conflict of interest may arise when working with relatives, they shall notify the other Board members and may excuse themselves until such conflict is resolved.

A relative is defined as:

- Spouse: any person who is married to or a person who is living in a common-law relationship.
- Parent, including step-parent or guardian.
- Child, step-child and adopted
- Siblings and children of siblings
- Father-in-law, Mother-in-law, brother/sister-in-law, son/daughter in-law
- Any family member who lives with an employee on a permanent basis.