

## 5.6 Anti-Nepotism

The Coaldale Public Library is an equal opportunity employer striving to ensure that fair hiring practices are utilized and that hiring processes and employment are free of any real or perceived conflict of interest.

1. No person will be employed at the Library if the employment of that person could give rise to a real or perceived conflict of interest.
  - a. A conflict of interest exists when an employee is able to gain a special advantage due to being a relative or friend of a Trustee or Library employee. A conflict of interest may include:
    - i. influence exercised directly or indirectly by a Trustee or employee in the selection and hiring process;
    - ii. an employee reporting directly to a relative or friend;
    - iii. influence over human resource matters including, but not limited to, performance reviews, preferred work assignments, promotions, reclassifications, disciplinary matters, special leaves, and/or access to additional hours and/or overtime;
    - iv. relatives employed in positions that establish a real or potential security, confidentiality, or financial risk to the Library.
2. The Board or Head Librarian will not discriminate in hiring on the basis that a candidate is a relative or friend to a current employee or Trustee. Relatives and friends of current employees and Trustee are eligible for employment with the Library provided that:
  - a. the relative or friend relationship is disclosed during the interview;
  - b. the hiring process is open and equitable, and candidates are selected in accordance with the Library's policies;
  - c. the candidate has all the requisite qualifications;
  - d. employees or Trustees do not directly or indirectly influence the selection and hiring process in which their relative is a candidate;
  - e. a direct or indirect supervisor/subordinate reporting relationship is not created between such employees or Trustees.
3. If a real or perceived conflict of interest arises due to marriage or cohabitation of two employees after employment with the Library then:
  - a. the employees will notify the Head Librarian; and
  - b. the Head Librarian will assess the situation and determine if there is a real or perceived conflict of interest and will make reasonable efforts to investigate suitable options within the Library for one of the related employees.