



## Employee Relatives

### Introduction:

This policy aims to ensure that when employing relatives to PSDF adequate controls are in place to avoid potential conflict of interest and at the same time hire the best candidate.

### Scope:

This policy applies to all new hires as well as existing employees who after being hired become relative.

### Policy Description:

- PSDF will not knowingly employ relatives in a direct supervisory relationship in which one relative has direct influence over a relative's employment through decisions, recommendations or judgments related to such matters as appointment, assessment of performance, salary, career growth and discipline.
- Each supervisor has a responsibility to observe and carry out this policy in a fair and consistent manner.
- For the purposes of this policy "relatives" are defined as:
  - spouses, including common law spouses
  - children, i.e., sons and daughters including stepsons and stepdaughters
  - parents
  - Siblings, i.e., brothers, sisters including stepbrothers and stepsisters
  - In-laws
  - First Cousins
- If a current employee, during employment enters a relationship with another employee, such relationship must be brought in light to the Line Manger and HR Department immediately.

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### Procedure Description

- Prior to employment offer, a prospective employee must inform of his/her relationship (if any) within the company.
- Department Heads/ Line Managers are responsible for ensuring that proper procedure is followed when hiring a relative of a current PSDF employee.
- The Head of Department along with Head of HR shall consider whether other arrangements could reasonably be made, for example:
  - Transfer to another comparable position with no decrease in salary.

- In case of any clarification and application of this policy, the final decision rests with Head of HR.