

## Administrative Procedure 400 – Appendix B

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### NEPOTISM

#### Background

The Division believes that its employment practices must demonstrate freedom from any conflict of interest, real or potential, that may result from marital status or family status.

#### Definitions

*Family status* means the status of being related to another person by blood, marriage or adoption.

*Marital status* means the status of being married, single, widowed, divorced, separated or living common law.

#### Procedures

1. Employees of the Division will not directly supervise, or be directly supervised by, another person to whom they are related because of family and/or marital status without permission of the Human Resources Department.
  - 1.1 Direct supervision refers to those circumstances where one employee is the immediate and direct supervisor of another employee as defined in Administrative Procedure 450 Appendix –Organization Chart for Line of Authority.
2. Employees and School Council representatives of the Division will declare any conflict of interest with regard to employment practices.

Reference: Section 85 Education Act  
Alberta Human Rights Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act  
Canadian Human Rights Act  
Canadian Multiculturalism Act Charter of Rights and Freedoms

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