

Appointment and Employment of Relatives or Close Friends of Staff Members Policy



Responsibility for policy: Director of People and Capability

Approving authority: Vice-Chancellor

Last reviewed: December 2024

Next review: December 2029

Application

1. This policy applies to all staff of the University of Waikato.

Purpose

2. The purpose of this policy is to:
 - a. ensure that applicants for positions at the University of Waikato are treated fairly
 - b. ensure that the University maintains its commitment to equal opportunity and is a good employer
 - c. manage potential conflicts of interest with respect to the recruitment and employment of relatives or close friends through appropriate transparency, and
 - d. minimise any risk of accusations of nepotism or preferential treatment on the basis of family or friendship relationships with respect to recruitment or employment practices.

Related documents

3. This policy should be read in conjunction with the following:
 - [Equal Employment Opportunity Policy](#)
 - [Staff Code of Conduct](#)
 - [Staff Performance and Development Policy](#)

Principles

4. Staff members must not be involved in the selection or appointment of relatives or close friends.
5. Staff members must not have a reporting relationship with a relative or close friend.
6. Staff members must not be involved in Objectives, Development and Review (ODR) meetings, promotion, advancement, salary review or performance review processes associated with a relative or close friend.
7. Staff members are expected to be upfront and transparent in any situation which may give rise to questions of a conflict of interest, favouritism or nepotism.

Responsibilities

8. A staff member who identifies the prospect of a conflict of interest, whether actual or perceived, arising from the potential selection, appointment or employment of a relative or close friend must notify their line manager at the earliest opportunity.
9. A line manager who is aware of a conflict of interest under this policy must determine, in consultation with the relevant People and Capability business partner, the appropriate response and, if appropriate, the best means of managing the conflict.

Responsibility for monitoring compliance

10. The Director of People and Capability is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.
11. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).