

POLICY ON HIRING AND EMPLOYMENT OF RELATIVES

De La Salle University endeavors to maintain the utmost degree of professionalism and excellence among its academic and non-academic personnel. To secure this, the University recruits and retains its personnel chiefly on the bases of competence, character and subsequently, manifested commitment.

General Policy:

The University is committed to hiring the best qualified candidates for all positions within the University. Therefore, there shall be no general prohibition against relatives being employed at the University.

To avoid potential conflicts of interest and/or influence, some restrictions will be placed on hiring relatives and/or placement of relatives following a change in personal status subsequent to hiring.

Implementation:

In all application forms, the applicant shall be asked whether he/she has a relative* in the University. As in all cases, any false statement (by omission or commission) of a prospective employee during the phase of hiring shall be sufficient ground for immediate termination and invalidation of the contract of employment.

No person will be allowed to:

- a. be hired or transferred into the same office/department as his/her relative;
- b. have any direct superior-subordinate relationship with a relative;
- c. occupy a position which has direct influence over a relative's employment, transfer, promotion, salary administration, leave arrangements, or other related management or personnel consideration;
- d. be placed in positions or given responsibilities which could create a risk in sound internal control, accounting or labor relations practices;
- e. be placed in positions or given responsibilities that may afford him/her access to confidential information pertaining to a relative or a relative's employment.

The conditions will also apply to personnel who become related through marriage or through a change in personal status after they have been hired by the University.

In situations that call for individual/group decision-making pertaining to a relative, the person having decision-making responsibility must recuse himself or herself from participating in the decision. In such cases, the next person of higher rank will take his/her place.

* For the purpose of this policy, relatives include spouses, common law partners, parents, children, grandchildren, siblings, first cousins, nephews, nieces, aunts, uncles, as well as step-, half-, and in-law relations of the above-mentioned up to the fourth level of consanguinity.