

Nepotism Policy of Marcoola Surf Club

1. Purpose

- 1.1 Marcoola Surf Club 'the Club' is an equal opportunity employer and strives to ensure that fair hiring practices are adhered to at all times. To ensure that the Club's hiring practices are free from any conflict of interest, the Club has adopted this Policy to ensure that nepotism does not occur at the Club.
- 1.2 The purpose of this Policy is to legitimately prevent conflict of interest or the appearance of a conflict of interest that arises through the hiring or employment of friends and relatives. The Club may hire a person who is a friend or relative of a current employee if the Club considers that person is the best fit for a position and there is no conflict of interest present.

2. Scope

- 2.1 This Policy applies to all employees of the Club, regardless of status, position or department.
- 2.2 This policy will be made available via <https://www.marcoolasurfclub.com.au/staff-portal/>.

3. Definitions

3.1 Nepotism

- (a) Nepotism is favouritism granted to relatives or close friends, usually in the form of hiring practices and employment activities.

3.2 Conflict of interest

- (a) A conflict of interest exists when an employee is able to gain a special advantage due to being a relative of another employee.

3.3 Relative

- (a) The term "relative" refers to any person who has a relation by blood or marriage with a current employee. The term also captures people who live together in a domestic partnership or children who are adopted. This includes, but is not limited to: parents, step-parents, grandparents, in-laws, spouses or domestic partners, children, step-children, adoptive children, grandchildren, siblings, uncles, aunts, nieces and nephews.

4. Responsibilities of Employees and Officers of the Club

- 4.1 All candidates for employment will partake in an open and equitable hiring process.
- 4.2 Managers and Supervisors must exclude themselves from any hiring process where their friend or relative is a candidate.
- 4.3 Relatives and friends of current employees will not be employed in positions where a real or perceived conflict of interest exists.
- 4.4 If a real or perceived conflict of interest arises during employment due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest:
 - (a) The employees must notify their manager/supervisor or Human Resources,

- (b) The manager/supervisor or Human Resources will assess whether there is a real or perceived conflict of interest,
- (c) If there is a real or perceived conflict of interest, the Club will make reasonable efforts to investigate suitable options for transferring one of the related employees within the Club.

5. Breach of Policy

- 5.1 If two related employees or two employees in a relationship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor or Human Resources, they may be subject to disciplinary action.
- 5.2 The Club reserves its right to exercise appropriate managerial judgement to make any actions necessary to achieve the purpose of this Policy.

Last reviewed: Jun 2022