



Policy on Close Personal Relationships

1. Introduction

The following guidelines relate to the appointment, promotion, transfer and supervisory arrangements for married couples, near relatives and other persons with close personal relationships. This applies to permanent, temporary and casual staff.

It should be noted that being closely related to or having a close personal relationship with another staff member does not of itself present grounds for refusing employment, promotion or transfer.

Such decisions will be based solely on the criteria of merit and the needs of URAC. However, such employment should be, where possible, in positions entailing little or no direct supervisory contact with their relatives or other persons with close personal relationships.

2. Guidelines

- a. No member of staff should participate in the procedures for the selection, promotion or transfer of someone with whom they have or have had a close personal relationship.
- b. Appointment to a position without advertisement, such as casual or temporary positions, requires the written approval of the Chair of URAC, following the submission of a special case which demonstrates that the Head of the Unit recommending the appointment has thoroughly explored the availability of alternative appointees to ensure that such an appointment is made on merit.

This applies to positions to be filled on a casual or temporary basis of more than 2 weeks.

- c. Where such appointment, promotion, placement or supervisory relationship adversely affects the efficiency or effectiveness of the organisation, or where one or both of the persons concerned abuses the responsibilities or duties of their positions as a result of their relationship, normal administrative or disciplinary measures will be followed.
- d. Sympathetic consideration will be given to requests for transfer to other areas from staff working in close proximity for whom difficulties arise due to their personal relationships.