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# YMCA Geelong –Family and Friends Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG123-O	10/02/2014	10/02/2014	APPROVED

## 1. YMCA Geelong - Family and Friends Policy

### 2. INTRODUCTION

YMCA Geelong (“the YMCA”) is committed to providing a harmonious work environment that supports a positive workplace culture, a safe work environment and consistent and equitable human resource policies and practices.

This policy is designed to ensure recruitment and selection processes are procedurally fair, transparent and ensure that the best person for each position is employed. Furthermore, the policy works to ensure reporting lines are clear and Human Resources practices are free from conflict of interests. Fair, consistent and equitable treatment of all employees is essential to building and maintaining harmonious employee relations and upholding employee rights.

### 3. POLICY

Employees are required to declare a personal relationship where relevant.

- 3.1 To maintain integrity of staffing decisions, employees are not to participate in recruitment and selection decisions where they have a personal relationship with an applicant.
- 3.2 To maintain integrity of staffing decisions, employees are not to participate in promotion decisions where they have a personal relationship with an applicant.
- 3.3 To maintain integrity of staffing decisions, employees are not to participate in transfer decisions where they have a personal relationship with an applicant.
- 3.4 Employees with a personal relationship should not be involved in a supervisor / subordinate relationship, as unbiased judgements are required and conflict of interests can occur. In circumstances where this is impractical, the reporting relationship must be approved by the General Manager / CEO.
- 3.5 Personal relationships shall not prevent hiring, promotion or reappointment; provided, however, that no employee shall be under the direct supervision or control of a person with whom they share a personal relationship, and where this is impractical, the reporting relationship must be approved by the General Manager / CEO.

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**3.6** Under Anti-Discrimination legislation it is unlawful to disadvantage a person or organisation on the basis of marital status or other relationships. It is therefore unlawful for YMCA Geelong to seek information on the relationship status of applicants for positions and/or give any consideration to this factor in employment, promotion or transfer decisions.

**3.7** The existence or knowledge of a personal relationship is not to improperly influence the actions or conduct of any employee in the performance of their job. Where a personal relationship affects the effectiveness or efficiency of the YMCA, or where employees abuse the responsibilities of their position, normal disciplinary procedures will apply.

#### **4. DEFINITIONS**

For the purpose of this policy, the term "personal relationship" includes a relationship between persons who are married, de-facto partners, partners in same-sex relationships, immediate family members, relatives and family friends.

Standards for hiring, promotion, reappointment, evaluation, working conditions, responsibilities, salary and termination for all employees will be based on values, skills, abilities, qualifications, experience, the YMCA Staff Agreement and YMCA Managers Agreement.

#### **5. SCOPE**

This policy applies to all YMCA Geelong Inc. operations.

#### **6. ROLES AND RESPONSIBILITIES**

<b>Department/Area</b>	<b>Role/Responsibility</b>
Managers and Co-ordinators	Ensure the policy is adhered to at all YMCA sites. Report any breaches of the policy to the CEO
Payroll/HR	Monitor compliance to the policy through the payroll system.

#### **7. MONITORING, EVALUATION AND REVIEW**

The Payroll/HR Co-ordinator will monitor the implementation of the policy through the payroll system and audit of personal files. Managers/coordinators and Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action. Policy will be reviewed on a three year basis.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YMCA Geelong Safeguarding Children and Young People Policy  
Recruitment and Selection Policy

## 9. DOCUMENT HISTORY

Approved by: CEO

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Policy Owner: CEO YMCA Geelong

Contact Details policy owner: Ph: 5221 83 44 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	10/02/2014	Shona Eland	Draft Policy

As Adopted by the YMCA Geelong on 10 /02 /2014



Shona Eland  
Acting Chief Executive Officer YMCA Geelong Inc.

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