

YMCA Geelong –Family and Friends Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG123-O	23/08/2017 04/04/2019	23/08/2017 28/03/2019	APPROVED

YMCA Geelong - Family and Friends Policy

1. INTRODUCTION

YMCA Geelong (“the YMCA”) is committed to providing a harmonious work environment that supports a positive workplace culture, a healthy 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.

2. POLICY

Employees are required to declare a personal relationship where relevant.

- 2.1 To maintain integrity of staffing decisions, employees are not to participate in recruitment and selection, promotion or transfer decisions where they have a personal relationship with an applicant.
- 2.2 Employees with a personal relationship should not be involved in the recruitment, selection and 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 disclosed to the People and Culture Director & CEO.
- 2.3 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 CEO.
- 2.4 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.
- 2.5 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.

YG123-O Family and Friends Policy V3 (Approved) 04.04.2019

Created: 21/10/2013

Approved 10/02/2014, 23/08/2017, 23/03/2019, 04/04/2019

Next Review: 23/08/2022

3. 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.

4. SCOPE

This policy applies to all YMCA Geelong Inc. operations.

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Managers and Co-ordinators	Ensure the policy is adhered to at all YMCA sites. Report any breaches of the policy to the CEO
People and Culture Director	Monitor compliance to the policy through the payroll system.

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

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

7. DOCUMENT HISTORY

Approved by: CEO
Meeting number and date: SMT 23/08/2017 / 04/04/2019
Resolution number: NA
Effective date: 23/08/2017, 04/04/2019
Review date: 23/08/2022
Policy Owner: CEO YMCA Geelong
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Amendment history:

Version	Date	Author	Change Description
V1	10/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V2	23/08/2017	SMT	Reviewed by SMT and approved- no changes
V3	28/03/2019	Chris Mawson	Clause 5 update People and Culture Director Clause 6 update Recruitment, Selection and Screening Policy

As adopted by the YMCA of Geelong on 04/04/2019



Shona Eland
Chief Executive Officer YMCA Geelong Inc.
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