Recruitment of Relatives Policy

Contents

Policy Owner: Human Resources

Last Review Date: October 2024

Version: 1.0

1. Introduction

At Strathclyde we always ensure that we recruit for our posts by selecting the best candidate for the role. This is to ensure we continue to recruit high quality colleagues.

We know that sometimes, this might include recruiting partners or other near relatives of colleagues. Whilst, we do not want to discourage this, we do recognise this may lead to concerns about conflicts of interest or other managerial issues including supervision or working relationships. This policy has been developed to ensure fairness and protect all those that might be involved in the recruitment process involving partners or close relatives.

In this policy, a close relative is defined as a family member that is directly related to you. We know that colleagues may consider people to be family members that are not directly related to them. If you have concerns about a potential conflict, it may be helpful to discuss this with your line manager or seek advice from Human Resources.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by this Policy?

This policy applies to all University employees and applicants who might be a partner or close relative of Strathclyde colleagues.

3. Recruiting Partners or Close Relatives

All posts should be advertised in line with our normal recruitment procedures regardless of the length of contract, the hours of work or salary. This includes those that might attract applications from partners or close relatives of colleagues. Appointments of successful candidates will always be made under approved University procedures.

If, for any reason, normal recruitment procedures do not apply and the intention is to employ an individual that is the partner or close relative of a colleague, the Head of Department must be made aware and approve this. Heads of Department in such cases, may wish to discuss any concerns with Human Resources before making a decision.

If you're in a position where you are expected to be involved in a recruitment process that might include your partner or a close relative, or this situation comes up during the process, you must inform your line manager and/or Head of Department of this and remove yourself from the process. You must not be involved in any of stages of the recruitment procedure, including:

- Participating in the selection of candidates for shortlisting.
- Attempting to influence the opinions of decision-makers in the process, for example promoting the candidates research interests or skills and experience.
- Providing references for the candidate or any other candidate in the process.
- Making any interview arrangements.
- Being on the interview panel.
- Contacting any of the applicants for any reason.
- Being involved in any decision-making around the successful candidate.

If you are not involved in the recruitment or selection process but are in a role that means that you have access to candidate information you must not review this is or share it with others.

4.   Research Grant Applications

If you are intending to apply for a research grant, and it includes naming your partner or close relative as a potential Strathclyde employee, you should highlight this to your Head of Department to make them aware. Given that this is unlikely to go through normal recruitment processes, you must also notify the Assistant Director – People Business Partnering within Human Resources, at the earliest opportunity.

5.   Further Information and Support

If you have any queries about this policy, please talk to your line manager or contact Human Resources.

6.   Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our Policy Review Schedule (staff login required) on our People Hub.