



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** FAIR PRACTICE IN HIRING AND PROMOTION  
**POLICY NO:** H.M. 40

<b>Date Approved:</b> September 26, 2013- Board	<b>Date of Review:</b> October, 2023	<b>Dates of Amendment:</b> October 18, 2018
<p><b>Cross Reference:</b>          Ontario Human Rights Code, 24 (1) (a)  <i>Education Act</i>, Ontario Regulation 274/12, Hiring Practices          PPM 119 Developing and Implementing Equity and Inclusive Education Policies          in Ontario Schools  <i>Municipal Conflict of Interest Act</i>          TCDSB By-law # 175          Employment Equity Policy H.M.11          Catholic Equity and Inclusive Education Policy H.M. 24          Catholicity and School Support Policy H.M.08          Qualifications - Catholicity Policy H.T.01</p> <p><b>APPENDIX A:</b>          Operational Procedures—Staff Recruitment &amp; Selection</p>		

**Purpose:**

This Policy affirms the Board's commitment to providing fair, equitable and transparent hiring processes at the Toronto Catholic District School Board consistent with its denominational rights and in accordance with the Ontario Human Rights Code. Offers of employment and promotion will be based on the merit of the applicant, free from the practices of nepotism and cronyism.



<b>POLICY SECTION:</b>	<b>HUMAN RESOURCES</b>
<b>SUB-SECTION:</b>	<b>MISCELLANEOUS</b>
<b>POLICY NAME:</b>	<b>FAIR PRACTICE IN HIRING AND PROMOTION</b>
<b>POLICY NO:</b>	<b>H.M. 40</b>

**Scope and Responsibility:**

The policy extends to the hiring process for all applicants to any position of employment at the TCDSB, and for employees seeking promotion. The Director of Education and the Superintendent of Human Resources are responsible for this policy.

**Alignment with MYSP:**

Inspiring and Motivating Employees

Strengthening Public Confidence

**Policy:**

The TCDSB is committed to hiring and promoting the best, most qualified individuals supportive of its Multi Year Strategic Plan, subject to its denominational rights and in accordance with the Ontario Human Rights Code. The application, interview, hiring and promotion of individuals at TCDSB will be based on ability and qualifications and will be conducted in a fair and transparent manner, free from discrimination, nepotism and cronyism.

**Regulations:**

1. Recruitment practices and application processes used at TCDSB will be open and transparent, free from nepotism and cronyism, ensuring no partiality or preferential treatment as a result of personal relationships.



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION**  
**POLICY NO: H.M. 40**

2. Any applicant for employment or promotion at TCDSB will not be advantaged as a result of a relationship with an immediate family member or relative employed at TCDSB.
3. Operationally, TCDSB (through the Human Resources department) will adopt processes and procedures, including for job postings, the review of applications for employment and the interviewing and selection of candidates, that are consistent with industry standards, free from bias and conflicts of interest and allow for equal opportunity for all applicants. (*hyperlink to Appendix A*).
4. Any TCDSB employee, consultant or trustee charged with the responsibilities for recruiting and selecting staff, including interviewing, hiring, placement or promotion of applicants, must discharge these responsibilities in a fair and bias-free manner and take steps, including excluding themselves from the decision-making process if applicable, to ensure that they are free from any real or perceived conflicts of interest prior to fulfilling their duties.
5. A Trustee or a TCDSB employee in a position of leadership will not influence the hiring or promotion process through unsolicited promotion and recommendations of candidates.
6. Placement of employees through the transfer process shall be fair, transparent and respectful of collective agreements and/or terms and conditions of employment contracts.
7. Internal applicants unsuccessful in their attempt to gain employment or promotion at TCDSB will be afforded the opportunity to request feedback from the Sr. Manager of Recruitment no later than 3 weeks after the date



<b>POLICY SECTION:</b>	<b>HUMAN RESOURCES</b>
<b>SUB-SECTION:</b>	<b>MISCELLANEOUS</b>
<b>POLICY NAME:</b>	<b>FAIR PRACTICE IN HIRING AND PROMOTION</b>
<b>POLICY NO:</b>	<b>H.M. 40</b>

from which they received notification of the assessment/interview results. If the unsuccessful candidate is not satisfied with the response or the recruitment process, he or she can contact the Senior Coordinator of Academic Services, Human Resources to discuss the matter further.

### **Definitions:**

#### **Conflict of Interest**

This is a situation in which the impartial exercise of the duty of an individual acting for an organization is compromised by that person's self-interest and position, often undermining the public trust. In the context of this policy, a conflict of interest occurs when family members have direct reporting relationships or staff members and or trustees have personal relationships that influence hiring and promotion decisions.

#### **Bias**

In this context, this is defined as prejudice, unrelated to the requirements of the position in question, in favour or against a person or a group compared to another, that typically results in hiring and promotion decisions considered to be unfair.

#### **Cronyism**

The act of showing partiality to friends or close colleagues, especially in the application, hiring, placement and promotion stages of employment, without regard to qualifications or ability. In the context of this policy, cronyism can occur when an individual within the organization influences the decision to hire or promote a friend or colleague.

#### **Immediate Family**

Members consist of a person's spouse, child(ren), step child(ren) or parent of an employee.



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION**  
**POLICY NO: H.M. 40**

**Nepotism**

The act of showing favouritism or providing preferential treatment to a family member or close relatives, especially in the application, hiring and placement stages of employment. In the context of this policy, nepotism can occur when an individual within the organization influences the decision to hire or promote a close family member, or supervises that subordinate family member.

**Relative**

Members consist of siblings, step-children, nieces, nephews, grandparents, cousins and in-laws.

**Evaluation and Metrics:**

The Director of Education will monitor and review hiring and promotion procedures.