

Society of St. Vincent de Paul Toronto Central Council

Policy Manual

Policy: **Hiring and Assistance Policy**

Policy Number: **13 - 06**

Total Number of Pages: 1 page

Effective Date: March 2003

Revision Date: April 2006

Approved On: April 2010

Statement of Intent or Purpose:

The Board of Directors of the Society of St. Vincent de Paul will ensure that fair and ethical hiring practices are in place for positions throughout the Society. Vincentians who wish to be considered for positions of employment or who are in need of financial assistance from the Society will follow the Procedures as set out in this policy.

Policy and Procedures:

1. No member of the Board or member of any committee will be eligible, while holding such a position, for employment or remuneration by Toronto Central Council for services provided. Exceptions may be made only with the approval of the Board in each specific case.
2. Positions for employment will be posted and interviews will be conducted. Vincentians are eligible to submit applications for any posted position and will be considered along with other candidates. There will be no preferential treatment.
3. Consistent with the spirit of the Conflict of Interest policy, no members of the Board or Executive of Toronto Central Council will use their position or influence to exert pressure to create a position where personal interests are involved.
4. Financial assistance (in the form of cash, vouchers or goods) may not be given to a member who has held an executive position at the Conference, Particular Council or Board levels for a minimum period of at least two years from the time the person has left any such position.

