

## **Policy: Hiring and Assistance for Vincentians**

---

**Policy # 13**      **Number of Pages: 1**      **Date of Approval:** March 2003

**Approved By:** Board of Directors, Management      **Review Date:** November 2023

**References:**      General Personnel Policy # 2  
                         Conflict of Interest Policy # 5  
                         Special Works Policies and Procedures

---

### **Statement:**

The Board of Directors and senior management of the Society of Saint Vincent de Paul will ensure fair and ethical hiring practices are in place for employment 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.

### **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 the Society for services provided. Exceptions may be made only with the approval of the Board in each specific case.
2. Vacancies for permanent employment positions 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 Conflict of Interest policy, no members of the Board of the Greater Toronto Central Council will use their position or influence to exert pressure to create an employment position where personal interests are involved.
4. Assistance in the form of cash, vouchers, goods or other means may not be given to any Vincentian member who has held an executive position at the Conference, Particular Council or Board levels in the past year, without approval of the Chair of the Greater Toronto Central Council. Vincentians cannot receive assistance while they are actively involved in the outreach of the Society; there must be at least a 3 month wait time between being an active Vincentian member and receiving assistance.