Policy on Family Relationships
Effective 1 October 2010

Summary of Changes:
14 October 2013: Clarification that prohibition is limited to UNDP only. (Paras: 1, 3, 12, 13).

Description

1. In order to avoid real or perceived family influence or conflict of interest, within UNDP, the Staff Rules provide that “An appointment shall not be granted to a person who is the father, mother, son, daughter, brother or sister of a staff member”, (Staff Rule 4.7 (a)).

2. This prohibition applies to the recruitment of individuals at UNDP, irrespective of the type of contractual modality including Fixed-Term Appointments (FTA), Temporary Appointments (TA), Continuing Appointments (CA), Permanent Appointments (PA), as well as Service Contract or Individual Contracts (IC)\(^1\). In other terms, if a person who works for UNDP under any contractual modality is the father, mother, son, daughter, brother or sister of a candidate for a UNDP position under any type of contractual modality, that candidate cannot be appointed as a UNDP staff member or offered a non-staff contract. United Nations Volunteers are not included in this prohibition but any family relations between a UNDP staff member or employee and a UNV must be disclosed when it becomes known.

3. This prohibition does not extend to a candidate who applies for a position with UNDP under any type of contractual modality and who is related to a staff member of another UN Organization.

4. For individuals who are recruited by UNDP on behalf of another UN entity or who are hired to work for another UN entity under a UNDP administered contract, UNDP will, prior to the recruitment, advise that organization of the existence of the family relationship with the individual already employed by UNDP in the same duty station.

Obligation of the Applicants

5. All applicants for a UNDP position, in whatever contractual modality, are required to disclose their family relationships with a person already employed by UNDP as staff member or non-staff and for positions in Country Offices and Regional Centres, with a person employed by a UN agency working in the same country.

6. The disclosure is not limited to father, mother, son, daughter, brother or sister but also extend to any other family relationships.

7. The disclosure of family relationships must be made, in writing, in the P.11 form, at the time of the application. The requirement to disclose family relations in the P.11 form applies to staff and non-staff positions as the P.11 form is a pre-requisite document for all hiring processes including staff and non-staff positions.

8. If the candidate has concealed that he or she was related to an individual employed by UNDP in whatever contractual modality and irrespective of the nature of the family relationship, this may constitute a basis for withdrawing the offer of employment or if the employment has started, to terminate it without notice or indemnity.

\(^1\) Formerly
Obligation of the Staff Members

9. Staff members holding a UNDP letter of appointment are required to disclose their family relationship with a candidate as soon as they become aware of his or her application, selection or hiring.

10. Any changes to a staff member’s family relation with another UNDP staff member must be disclosed as soon as the relation is known. If a staff member becomes aware of the existence of a family relationship, including but not limited to mother, daughter, sister, brother, father or son, of which he or she was previously unaware, he or she should inform the HR Practitioner and the Head of Office immediately in writing. In the case of individuals under other non-staff contractual modalities, he or she should immediately notify the supervisor and the Head of office in writing.

Obligation of the Hiring Unit

11. The hiring unit has the duty to enquire about the candidates’ possible existence of family relationships and to ensure that the candidates provide this information in their P.11, updated if necessary.

12. An individual who possesses one of the six prohibited relationships to a current staff member or employee employed by UNDP may not be shortlisted for a staff or non-staff position in UNDP. If a hiring unit mistakenly shortlists such an individual, the recruitment process must be halted immediately upon the discovery of the prohibited relationship. Under no circumstances should an offer of appointment be made to the individual possessing a prohibited relationship.

13. All hiring units are encouraged to exercise careful judgment when hiring candidates who bear family relationships other than the six prohibited with a person already employed by UNDP or when hiring a candidate who bears a family relationship, with a person employed by another UN Organization, which would create the perception or actual conflict of interest.

14. The hiring manager is fully accountable for ensuring that no offer of appointment is made to any individual possessing a prohibited family relationship.

Inter-agency Movement of a Family Member

15. In the event that an individual is subject to an inter-agency movement (loan, secondment, or exchange) to UNDP by a UN common system organization or government, the disclosure of any family relation to a UNDP staff member or employee must be disclosed. Such a relation would not necessarily prohibit the movement, as long as the parent organization retained administrative rights and the position was not directly in the same line of authority as with the current UNDP staff member.

16. However, a staff member of a UN agency who bears one of the prohibited family relationships with a UNDP staff member or employee cannot be transferred to UNDP.

Spouses

17. **Spouse**: Pursuant to Staff Rule 4.7 (b) and (c) and recognizing the importance of supporting dual careers, the spouse or recognized partner of a staff member may be
appointed to a position, with the prior review of the Compliance Review Board or Compliance Review Panel and endorsement by the hiring manager, who each will ensure that he or she:

(i) Is fully qualified for the position for which he/she is being considered;
(ii) Has been selected in accordance with the UNDP recruitment and selection policy requirements, including a full, transparent and open competitive selection process;
(iii) Is not given undue preference by virtue of his/her marriage or domestic partnership; and
(iv) Is not assigned to serve in a position in the same line of authority, organizational unit or in a manner that might influence or could be influenced by the spouse.

18. The spouse or recognized partner of a UNDP staff member may be appointed to a non-staff position provided that the conditions provided for in paragraph 18 above, from (a) to (d) are met; the prior approval of the Director, OHR is not required.

**Relatives of Heads of Office**

19. Under no circumstances shall a relative, including a spouse, be assigned to, or recruited under, any other contractual modality in the same UNDP office as the staff member who heads it (e.g. not in the same Country Office where the relative is the Resident Representative; or not in the same Regional Centre where the relative is the Regional Director, or not in the same Liaison Office or Headquarters Bureau where the relative is the Director).

20. The spouse of a Resident Coordinator may serve in another common system organization at the same duty station provided no operational conflict exists.