**Family Relationships**

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)).

1. 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 Contracts or Individual Contracts (IC).[[1]](#footnote-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 relationships between a UNDP staff member or employee and a UNV must be disclosed when it becomes known.

1. 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.

1. 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

1. 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 nonstaff. The same applies to applicants for positions in Country Offices and Regional Centres who are related to a person employed by a UN agency working in the same country.

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

1. The disclosure of family relationships must be made, in writing, in the P11 form at the time of the application. The requirement to disclose family relationships in the P11 form applies to staff

and non-staff positions, as the P-11 form is a prerequisite document for all hiring processes, including staff and non-staff positions.

1. If the candidate has not disclosed that he/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.

# Obligation of the Staff Members

1. 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/her application, selection or hiring.

1. Any changes to a staff member’s family relationship with another UNDP staff member must be disclosed as soon as the relationship 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/she was previously unaware, he/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/she should immediately notify the supervisor and the Head of office in writing.

# Obligation of the Hiring Unit

1. 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 P11, updated if necessary.

1. 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.

1. 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.

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

**Interagency Movement of a Family Member**

1. If an individual is subject to an interagency movement (loan, secondment, or exchange) to UNDP by a UN Common System organization or government, the disclosure of any family relationship to a UNDP staff member or employee must be disclosed. Such a relationship 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.

1. 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

1. **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 the endorsement by the hiring manager, who each will ensure that he/she:
   1. Is fully qualified for the position for which he/she is being considered
   2. Has been selected in accordance with the UNDP recruitment and selection policy requirements, including a full, transparent and open competitive selection process
   3. Is not given undue preference by virtue of his/her marriage or domestic partnership and
   4. Is not assigned to serve in a position in the same line of authority, in the same organizational unit, or in a manner that might influence or could be influenced by the spouse

1. 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 17 above, from a) to d), are met; the prior approval of the Director, OHR is not required.

# Relatives of Heads of Office

1. Under no circumstances shall a relative, including a spouse, be assigned to, or be recruited under, any other contractual modality in the same UNDP office as the staff member who heads it (e.g.. neither in the same Country Office where the relative is the Resident Representative, nor in the same Regional Centre where the relative is the Regional Director, nor in the same Liaison Office or Headquarters Bureau where the relative is the Director).

1. Formerly SSA [↑](#footnote-ref-1)