



## Employment and other types of contracts with close relatives of ILO officials

1. This circular supersedes Circular Series 6, No. 353 of 14 March 1986 on rules governing the recruitment and employment of spouses in the ILO. It enters into force with immediate effect.
2. This circular is issued pursuant to Chapter IV (Recruitment and Appointment) of the Staff Regulations. It applies to all officials as described in paragraph 5 below.
3. The aim of this circular is to establish a framework and set down uniform and transparent rules related to the recruitment and employment and/or issuing of other types of contracts to engage the services of close relatives of officials. These rules aim in particular to avoid any risk or perception of favoritism or nepotism, and to ensure compliance with appropriate internal controls while ensuring respect for the principle of non-discrimination.<sup>2</sup>

### Definitions

4. Close relatives are persons with close family ties to officials. In addition to the spouse of the official, these persons are the children, the mother and father of the official, his/her sister(s) and brother(s), and their spouses and children. Officials are required to disclose any other close personal relationship that could be relevant to the implementation of this policy.
5. Officials are persons employed by the Office at headquarters, in external offices or in technical cooperation projects, and whose conditions of service are covered by the Staff Regulations or Rules Governing Conditions of Service of Short-Term Officials.

### Recruitment of close relatives

6. In accordance with the aim of this circular, a close relative of an official shall be recruited only if another equally qualified person is not available.

### Fixed term contracts

7. Normally, in the interest of transparency, only fixed-term contracts shall be used to employ the close relative of an official using the standard recruitment and selection procedures of the Office. The initial contract duration of a close relative of an official may

<sup>1</sup> To each official. Broadcast by email.

<sup>2</sup> This includes compliance with the requirements of Financial Regulations and Rules and certification and approval hierarchies.

not exceed one year. Any extension beyond one year is subject to the normal requirements of the Staff Regulations governing probation and continuing employment under fixed-term conditions. Without prejudice to paragraph 10, close relatives who are officials eligible to be considered for appointment without limit of time, shall be subject to the same rules applicable to other officials.

8. When a close relative of an official is considered for a fixed-term position, the filling of which is not subject to the competition procedure provided for in Chapter IV of the Staff Regulations (including notably positions in technical cooperation projects), a recommendation to hire the close relative must be submitted to the Director of the Human Resources Development Department (HRD) for approval. This recommendation must identify the particular family relationship of the candidate to the official concerned, outline the recruitment process used and provide a full justification for the recruitment.

### **Other types of contracts**

9. The proposed use of a short-term, special short-term or external collaboration contract as well as an internship, or any other type of contract to engage the services of a close relative of an official shall require justification by the relevant manager and the written authorization of the Higher Level Chief. All relevant correspondence in this context is to be copied to HRD for information and monitoring purposes. A close relative may be offered a contract to work at the International Labour Conference only once.

### **Placement of close relatives**

10. The following rules apply to the placement of close relatives by the Office:
  - (a) Close relatives cannot be placed in positions where either official supervises or is supervised by the other, or where their responsibilities may present control risks for the Office.
  - (b) Close relatives cannot be placed in positions where either official could influence the terms and conditions of employment or career opportunities of the other.
  - (c) Close relatives, who by virtue of their official duties or membership in internal advisory or consultative bodies could become involved in the process of reaching or reviewing a decision affecting the other, shall not participate in any such process.

### **Specific rules applicable to the employment of spouses<sup>3</sup>**

11. The annex to this circular provides information on the general rules relating to entitlements in the case of spouses.

### **Final provisions**

12. All officials are required to observe the principles and provisions of this circular in good faith. It is the responsibility of the official to reveal the relationship of a close relative or other relationship relevant to the implementation of this policy. It is the responsibility of an applicant to reveal the fact that a serving official is a close relative.

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<sup>3</sup> The term “spouse” refers to officials whose personal status has been so recognized under the Staff Regulations for the purposes of ILO entitlements.

- 13.** Non-compliance by any official with the principles and provisions of this circular may lead to disciplinary action.
- 14.** Officials wishing to obtain further guidance or advice on a confidential basis on the provisions of this Circular are encouraged to contact the Ethics Officer ([ETHICS@ilo.org](mailto:ETHICS@ilo.org)) or HRD ([HRPOL@ilo.org](mailto:HRPOL@ilo.org)).

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## Annex

### General rules regarding entitlements applicable in the case of employment of spouses<sup>4</sup>

**Assignment grant.** Where both spouses travel at the Office's expense to their new duty station, the grant shall be paid to each of them individually. If they have a dependent child (or children), the grant applicable to the child (or children) shall be paid to the spouse whose salary and post adjustment are paid at the family rate or who receives family allowance.

**Mobility, hardship and non-removal allowance.** The allowance payable in accordance with article 3.11 of the Staff Regulations shall be paid at the single rate to each of the spouses employed by the Office. If they have a dependent child (or children), the allowance shall be paid at the full rate to the spouse whose salary and post adjustment are paid at the family rate or who is entitled to family allowance, and at the single rate to the other spouse.

**Education grant and scholastic travel expenses.** Where the spouses are officials of the Office eligible for education grant and scholastic travel expenses in accordance with article 3.14 or 3.14bis, such education grant is paid only to one of the spouses.

**Home leave travel expenses.** Where both spouses are officials of the Office and both are eligible for home leave in accordance with article 7.6 of the Staff Regulations, each of them may either exercise his/her own leave entitlement or accompany his/her spouse as a member of the family. In this respect, any official – whether travelling either on his/her own entitlement or as an accompanying spouse – shall not benefit from more paid home leave travel than that determined by the home leave cycle of the duty station (i.e. once a year, or once every two years). The dependent child (or children) may accompany either parent, the frequency of travel of each child being restricted to one trip over the entitlement period of the parent concerned (e.g. every two years in Geneva).

**Travel expenses upon termination.** Where such expenses are payable to both officials, they are only paid once to each spouse (article 9.7(b) of the Staff Regulations).

**Removal expenses upon termination.** Where two officials, who are spouses, are both serving at the same duty station and each is entitled to the removal of personal effects and household goods in accordance with article 9.7 and Annex III of the Staff Regulations, the maximum weight and volume that may be removed for both of them jointly at ILO expense is that specified in paragraph 33 of Annex III.

**Repatriation grant.** Where both spouses are officials of the Office or one of them is an official of the United Nations or of a specialized institution, the grant is payable at the single rate to each of them. If they have a dependent child (or children), the grant is paid to each of them in such a way as to avoid any duplication of payment, in accordance with article 11.15(b) of the Staff Regulations, that is to say ensuring that only one spouse receives the grant at the family rate, and the other receives it at the single rate.

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<sup>4</sup> The term "spouse" refers to officials whose personal status has been so recognized under the Staff Regulations for the purposes of ILO entitlements.