

.02 Confidentiality - Handling Special Cases - Relatives

Employees must NOT determine eligibility for benefits, or inquire into any case using a computer system or [case file\(g\)](#), for any participant who is related within the third degree of marriage or blood. This relationship includes, but is not limited to, the following:

- A spouse
- A child (natural, adopted, foster, stepchild, grandchild, great grandchild)
- A parent
- A grandparent
- A great grandparent
- A sister or brother (including step)
- An aunt or uncle
- A niece or nephew
- In-laws

NOTE This includes any participant who was ever, or is currently, related to the employee.

When an EI is assigned a case with participants related to the EI, the case must be given to their supervisor or LOM immediately.

When an EI is assigned a case with participants related to the EI's supervisor, the case must be reassigned to another unit.

WARNING

All AZTECS inquiries are recorded.