

ETHICS
Conflict of Interest - Outside Employment

HUMAN RESOURCE MANUAL
Section 003

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GUIDELINES

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6. Employees may not carry on any business or employment outside the public service in which they unduly and for personal gain exploit their acquaintance with other employees or with people with whom they have become acquainted in the course of their employment in the public service.
7. Employees may not request or accept payment or other benefit for functions which are part of their public duties other than the remuneration and benefits accruing to their position.

Conflict of Duties

8. Employees may not carry on any business or employment outside the public service in which there may be a conflict between their private interests and the duties they are required to perform in the public service.
9. Except where appointed or recommended by the Government for appointment, Senior Officers may not be a director or officer of a company which holds or is engaged in any contract or agreement with Her Majesty or the Government under which any public money of the Northwest Territories is expended for any service or work, matter or thing, other than the contract under which they hold their position as Senior Officer.
10. In seeking or negotiating a position outside the public service, Senior Officers must ensure that such endeavors do not interfere with their official duties or place them in conflict of interest.

Use of Information, Facilities or Property

11. Employees may not carry on any business or employment outside the public service in which they make unauthorized use of information they have acquired as a result of their employment in the public service, or of property or facilities owned by Her Majesty in the right of Canada or the Government.
12. Employees may not operate or permit a private business to be operated out of staff accommodation provided by the Government.

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13. Senior Officers may not, except as authorized or required by their duties, reveal any confidential information concerning the operation, financing and business transactions of the Government which may come to their knowledge during their employment.

Senior Officers must keep completely secret all confidential information entrusted to them and not use or attempt to use any such information in any manner which may injure or cause loss, either directly or indirectly, to the Government.

Senior Officers shall not use any such information in any manner which may benefit them either directly or indirectly.

14. For one year from the date their employment ceases, Senior Officers may not own, operate, control or be employed by any business enterprise within the community in which they were employed and in which they may be in a position to unduly exploit knowledge they gained while employed by the Government.

PROCEDURES

15. Before engaging in any business or employment outside the public service, an employee must obtain the employer's approval in writing. A copy of this information is placed on the employee's personnel file. A Deputy Minister must obtain approval from the Chairman of the Financial Management Board (FMB). All other employees must receive approval from their Deputy Head.
16. If the Employer thinks a conflict of interest may exist, the employer may deny the employee's request. The employer will notify the employee in writing giving reasons for withholding permission.
17. An employee who contravenes this policy may be subject to disciplinary action.
18. An employee may apply to the Chairman of the FMB to be exempted from any or all provisions of this section.

AUTHORITIES AND REFERENCES

Public Service Regulations
Section 48, General

January 1, 1997