

**Personal Gain**



You may not:

- \* carry on any business which unduly exploits, for personal gain, any acquaintance with employees or other persons you became acquainted with through Government employment;
- request or accept payment or other benefits for functions which are part of your public duties, other than those accruing to your position;
- carry on any business outside the public service in which there may be a conflict between your private interests and Government duties;
- be a director or officer of a company which holds, or is engaged in, any contract or agreement with the Government, except where you are appointed or recommended by the Government for appointment.

In seeking or negotiating a position outside the public service, you must ensure there is no interference with official duties.

**Use of Information, Facilities or Property**

You may not:

- carry on any business or employment outside the public service in which you make unauthorized use of information gained as a result of employment in the public service;
- carry on any business or employment outside the public service in which you make unauthorized use of property or facilities owned by the Government;
- operate or permit a private business to be operated out of staff accommodation provided by the Government;
- reveal or use any confidential information, except as authorized, or required by your Government duties.

If you leave the Government you may not own, operate, control or be employed by any business if there is an opportunity for you to exploit knowledge gained while employed by the Government. This is effective for one year after your employment ends.

A business is a profession, trade, occupation or undertaking of any kind.

**Approval**

Before participating in any business or employment outside the public service, you must have approval in writing from your Deputy Head.

