

As part of their disclosure, employees should provide their own views as to the extent and nature of any possible conflict and suggest appropriate remedial action. In this regard, employees may wish to discuss possible conflicts with their Head of Post or home department. Possible remedial measures could include a change of assignment, disposal of the holdings in question, the creation of "frozen" or "blind" trusts or resignation. Any statement, whether a nil declaration or disclosure, should be signed and dated. As stated in the Treasury Board Circular "failure to disclose or follow the advice subsequent to disclosure will be considered as a breach of conduct".

Non-integrated staff will, of course, report to their home department, and the Head of Post has a responsibility for informing the Deputy Minister of each employing department of circumstances that in his opinion, may involve a breach of trust on the part of the employee of that department. Insofar as integrated staff are concerned, the Department of External Affairs will maintain special limited access files within the Bureau of Personnel Operations and nil declarations will be included on the individual's personal file. Where there is a disclosure, the declaration will be reviewed and the Under-Secretary will reply to each employee, either to indicate that there appears to be no problem or to enter into a confidential discussion of appropriate remedial action. The declaration and other correspondence should, therefore, be sent to the Co-ordinator, International Appointments and Conflict of Interest (APZN).

Supplementary, and more stringent, guidelines apply to officials appointed by the Governor in Council. The latter guidelines were extended in 1978 to all Heads of Post appointed by the Governor in Council. The memorandum regarding procedures to be followed is presented to all out-going Heads of Post prior to departure from Ottawa.