

any doubt as to whether a conflict of interest exists or might exist, employees should seek the guidance and concurrence of Headquarters prior to making any commitment.

GRANTS AND CONTRIBUTIONS

By virtue of their duties and functions, employees may be called upon to make recommendations or offer advice concerning the type and size of grants and contributions that may be made from public funds to national, international and other organizations and/or to individuals.

In such instances, those concerned should be objective and avoid being influenced in their recommendations or advice because of a friendship, an association or a family tie with officials of the organizations seeking grants or contributions from the Canadian Government. Any employee who may encounter a "conflict of interest situation" in this respect, should discuss the problem with his or her Head of Post.

CONTRACTS AND PROCUREMENT

Employees whose duties and functions include contractual and purchasing responsibilities should avoid embarrassment to themselves and to their Department and the possible loss or abuse of public funds by observing a few simple rules:

- (i) all contract or purchase agreements that could result in a conflict of interest (friendship, business association or family ties with a contractor or members of his family) should be avoided unless specifically authorized.
- (ii) no employee or member of his family should benefit directly or indirectly from any contract awarded to a firm or to an individual; gifts in kind or cash commissions should be courteously refused.