

- alters, keeps, destroys or removes Classified or Designated information or assets without authorization
- causes an unauthorized interruption in the communication of Classified or Designated information
- fails to lock up or otherwise physically protect Classified or Designated information or assets
- accesses or operates COSICS and/or other departmental computers in violation of the departmental EDP Security Policy

Sanctions

The Under-Secretary of State for External Affairs has the discretion to apply administrative or disciplinary sanctions, or both, for security breaches or violations. The possible sanctions, depending on the circumstances and the past record of the employee, are:

- revocation of classification authority
- removal of security clearance and loss of access to classified material
- removal of enhanced reliability status and loss of access to sensitive material
- verbal or written reprimand, suspension without pay, dismissal
- cancellation of contract.

Redress

Redress is available when a security clearance or enhanced reliability status has been denied. It is also available for any disciplinary action taken by the Under-Secretary of State for External Affairs.

Redress from disciplinary sanctions, except the removal of security clearances, can be sought through Sections 90 and 91 of the *Public Service Staff Relations Act*.

Employees who wish to challenge a decision about a basic or enhanced reliability check may do so through normal grievance procedures. All grievances concerning reliability checks must go immediately to the final level.