

## **CODE OF CONDUCT AND CONFLICT OF INTEREST**

### **AUTHORITY AND SCOPE OF APPLICATION**

The basic authority to determine rules governing the conduct of employees in the public service stems from Section 7(1)(f) of the *Financial Administration Act*, which states that the Treasury Board may "establish standards of discipline in the public service".

Treasury Board Circular 1973-183 of December 31, 1973 to all Deputy Heads of Departments and Heads of Agencies set forth the need for a systematic and public set of standards of conduct for public service employees. It called upon departments and agencies to develop more specific provisions and guidelines pertaining to their own operations and responsibilities.

The Code of Conduct has been prepared in conformity with the instructions of Treasury Board. The Code of Conduct and the Conflict of Interest Guidelines are the result of extensive consultation with posts abroad, with staff associations and headquarters, and with departments and agencies with personnel serving abroad.

The guidelines will apply abroad to all employees of foreign service departments. Heads of Post will bear the primary responsibility for ensuring that the Code is read and observed by all employees at the post. Employees will be guided also by their own departmental regulations and codes of conduct which frequently contain clauses or features unique to the particular functions of their departmental responsibilities.

The Code of Conduct, which includes, as an integral part, Section B setting out guidelines concerning conflict of interest situations, is an expression of policy on matters of conduct and discipline and does not limit the responsibilities of departments or their employees in matters of discipline. The Code may be amended from time to time as circumstances require.