

business holdings and his current responsibilities, it is the responsibility of the employee concerned to submit a disclosure.

An employee's declaration should be based on one of the following models:

- (a) On the basis of my reading of the Code of Conduct, to the best of my knowledge I have no business, commercial or financial holdings or other connections that are or might be interpreted as being in actual or potential conflict with my current duties and functions; or
- (b) On the basis of my reading of the Code of Conduct, I am attaching a statement of my business, commercial or financial holdings or other connections that might be or could be interpreted as being in actual or potential conflict with my current duties and functions. On request I am prepared to take the necessary steps to eliminate any conflict that may be deemed to exist.

For guidance in determining whether or not a possible conflict exists, employees should examine the Treasury Board guidelines, which are attached as Annex A. Specific examples that prompt consideration of the possibility of a conflict of interest would include those in which an employee:

- (a) has a significant interest in or connection (including membership or office) with a company or non-governmental organization in Canada or abroad that:
 - (i) does business with a department or agency of the Canadian Government, or
 - (ii) has or may receive a grant or other assistance as a result of a government program;