

1-23-30 Deposit of Personal Funds in the Office Bank Account

1-23-31 F.S.O.'s and F.S.E.'s may be permitted to deposit surplus personal funds
(1-23-31) in the office bank account (see 9-2-2) against reimbursement in Canada under the following conditions:

- (a) that requests for permission to deposit funds be accompanied by a suitable explanation and that prior approval be obtained before any deposit is made;
- (b) that the deposit of personal funds be made only on the occasion of a transfer or return to Canada on home leave;
- (c) that the amount of personal funds so deposited during the course of the normal posting be restricted to an amount equivalent to \$2,000 Canadian;
- (d) that the amount paid to an F.S.O. or F.S.E. in reimbursement in any one month be not in excess of the amount required to meet the current month's expenditure from the local office account;
- (e) that the exchange rate to be used for converting the amounts taken off the F.S.O.'s or F.S.E.'s hands pursuant to this arrangement be at the rate at which the same amount of local currency could be acquired through the Bank of Canada or a chartered bank on the day on which such purchases would normally have been made, in the Department's opinion, had the F.S.O. or F.S.E. not deposited personal funds in the local account; and
- (f) that each deposit of local currency be accompanied by a certificate from the F.S.O. or F.S.E. making the deposit that the amount represents only the proceeds from the sale of his automobile or other durable goods.

1-23-32 Conversion to Canadian funds, which will constitute reimbursement to
(1-23-32) the depositor as set out in 1-23-31(d) and 1-23-31(e), will be made in an amount equal to the office expenses of the month in which the deposit is made. If required, further reimbursement in individual amounts not greater than subsequent month's office expenses will then be made until the whole amount deposited has been converted.

1-23-33 Any loss to the depositor resulting from the fluctuation of exchange rates
(1-23-33) over the period will be borne by the F.S.O. or F.S.E. concerned.

1-24 Articles, Speeches and Press Interviews

1-24-0 General Observations

1-24-1 Members of the service are subject to definite limitations on their freedom
(1-24-1) to write for publication or to give speeches or press interviews. They must exercise great discretion when discussing questions of public concern either orally or in writing because:

- (a) it is very difficult to prevent the inference that an official Government or Department opinion is being expressed;
- (b) they invariably have access to information which is confidential and official. The source of this information must be rigidly protected to avoid prejudicing Canada's relations with other countries or embarrassing the government to which a Canadian representative is accredited;