

guidelines by which they should govern themselves. This will be complemented by general guidance related to local practice given by the Head of Post in consultation with the Committee on Post Management.

PERSONAL RELATIONSHIPS AND CONDUCT

While serving abroad, employees have a particular responsibility to ensure that their behaviour and that of members of their families at the post does not discredit or adversely affect the image of Canada or of the post. In this context, and recognizing that judgement on such matters is to some extent subjective, employees should be alert to both Canadian and local sensitivities, and to avoid behaviour that might be imprudent and/or likely to attract adverse criticism of themselves or members of their families.

An employee has a responsibility to inform his or her Head of Post and the employing department of personal problems should they develop. The employee may be assured the information will be handled confidentially and sympathetically but must recognize that such problems may affect decisions about an employee's security status, rotational status or "postability" to some countries.

Any employee intending to marry or to enter into a common-law relationship is required to notify his or her department (and the Head of Post if abroad) and to provide relevant information. If the individual is employed by a department other than External Affairs the latter department, which has responsibility for post security matters, should also be informed. As much advance notice as possible is desirable so that the employee may be advised in good time of any security or other implications.

MANAGEMENT OF PUBLIC FUNDS

In the performance of their duties and functions, employees may be required to spend public funds or make decisions concerning the disposition of public funds.