

me by reason of my employment in the Public Service and that I will not, without due authority in that behalf, disclose or make known any matter that comes to my knowledge by reason of such employment."

This undertaking is of particular importance for those members of posts who work with or have access to a great deal of classified information of varying degrees of sensitivity and from a variety of sources, including other governments. Specific instructions and advice concerning documentary, physical and personnel security is contained in the *Manual of Security Instructions*. It is essential for all employees to understand their personal responsibility for the safeguarding of classified information.

Additionally, personnel both at home and especially abroad, must be alert to the very real possibility that hostile intelligence agencies may attempt to exploit not only weaknesses in the physical security arrangements of our posts or carelessness on the part of personnel but, also, personal behaviour that offends against local laws or customs and/or broadly accepted standards of conduct. The exercise of discretion and common sense in the absolute avoidance of any activities that are or appear to be of a clandestine or illegal nature is the best protection against such a threat of personal embarrassment.

Employees should remember that no one can reasonably expect to stand successfully alone against, much less outmanoeuvre, a cleverly mounted hostile intelligence operation. Employees are obliged to report developments involving themselves or others that could adversely affect the individual concerned and the security of the post. Such reports will always be treated sympathetically and in the strictest confidence.

All personnel abroad and their families are viewed as representatives of Canada, with the privileges and obligations such a status imposes. Any problem likely to have a negative impact on security is to be promptly brought to the attention of the Head of Post and the Departmental Security Officer of the Department of External Affairs.