

- E. Have I established an Occupational Safety and Health Committee? [Required at missions where there are 20 or more Canada-based staff.]
- F. If personal service contracts have been entered into were they in accordance with the principles and guidelines as set out in the manual for Service Contract Administration?
- G. If contract staff are hired on an indeterminate basis over an extended period of time, does an employer/employee relationship exist and if so, have efforts been made to obtain a position so that the situation can be regularized?

3 IMPORTATIONS AND PURCHASES UNDER DIPLOMATIC PRIVILEGE

- A. Do I monitor importations and purchases under diplomatic privilege, by Canada-based staff, to ensure that privileges are not abused [e.g. personal motor vehicles, liquor, cigarettes, durable goods etc.]?
- B. Are all Canada-based staff provided with Departmental and host country laws and regulations concerning the purchase and sale of personal motor vehicles and are staff complying with them?
- C. If local currency is non-convertible have Canada-based staff disposed of only one vehicle for that currency with the disposal of a second vehicle, if approved, being for hard currency, or was the second vehicle exported?
- D. Did I authorize all importations and purchases of personal motor vehicles under diplomatic or consular privileges and the sale of such vehicles?
- E. For importations, purchases and sales of my own personal motor vehicles, has ABDE authorization been obtained?
- F. Are personal motor vehicles used on a regular basis and not stored to enhance sale value?