

Accordingly, in pursuing the interests of Canada abroad, officials must not directly or indirectly:

- (a) take any action in Canada that is not in accordance with the laws of Canada, or take any action outside Canada that violates the laws of the foreign state concerned, or that if taken in Canada would contravene the Criminal Code of Canada;
- (b) render, accept or solicit or counsel the rendering, acceptance or soliciting of, any bribe or improper benefit;
- (c) apply improper influence."

We have a continuing responsibility to review our practices and procedures and to ensure in the light of changing situations abroad that they fully reflect the government's policy on commercial propriety. This objective and the development of further guidance to missions can best be achieved through close consultation with missions on actual problem cases and situations in which missions may in future find themselves involved. Where existing guidelines do not adequately cover a particular problem situation or where there may be uncertainty in interpreting the application of the guidelines missions should seek assistance from Headquarters.

## 2.24 Security

The Canadian Government, as would any employer, has the right to expect that it can repose full confidence in its employees. In addition to the Oath of Allegiance, as a condition of their employment all Public Servants sign the following Oath of Office and Secrecy:

"I, ....., solemnly and sincerely swear (or affirm) that I will faithfully and honestly fulfil the duties that devolve upon 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 missions who work with or have access to a great deal of classified and designated 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 missions or carelessness on the part of personnel but, also, personal behaviour that offends against local laws or customs 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 mission. 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 Mission and the Departmental Security Officer of the Department of External Affairs.