

abroad whether or not their particular functions are covered by federal/provincial agreements.

#### 1.3.2 Minimum of Inconvenience

All security procedures involve some inconvenience and, when applied too rigidly, may impair efficiency. Common sense, initiative and vigilance, coupled with good administrative discipline, will ensure the maintenance of a high level of security with the minimum of inconvenience.

#### 1.3.3 The Departmental Security Officer (DSO)

Questions or problems relating to the security policies and procedures contained in this manual should be referred to the Director of the Security Division (ISS), who is the Departmental Security Officer and Senior Advisor for Security and Counter-Terrorism.

### 1.4 RESPONSIBILITIES

#### 1.4.1 Delegated Responsibility

Responsibility for security within the Department rests with the Deputy Minister, but all members of the Department to whom authority is delegated shall ensure that the Departmental Security Instructions and those of missions abroad, which are called Local Standing Security Orders, are observed by all personnel under their supervision.

#### 1.4.2 Oaths and Declarations

All public servants are required to sign the Oath of Allegiance and the Oath of Office and Secrecy and make a declaration under the Official Secrets Act.

#### 1.4.3 Employee Awareness

The maintenance of good security in the Department is the responsibility of all employees, whether they are serving at headquarters or abroad. Security policies and instructions will be fully effective only if each employee is aware of the reasons for them, the danger and consequences of ignoring them and the importance of personal discretion and restraint in the use made, in