

from country to country. All Canadian missions abroad will have a copy of the book compiled by Protocol which outlines the privileges and benefits granted to members of foreign diplomatic and consular missions in Canada. You may find this useful if you should wish to make a comparison with the privileges and benefits granted by your host country.

2.5 Code of Conduct and Conflict of Interest Guidelines

Before you go abroad it is important to acquaint yourself with both the code of conduct and conflict of interest guidelines. Read the booklet published by Treasury Board entitled *Conflict of Interest and Post-Employment Code for the Public Service*. The Department has also developed more specific guidelines on a variety of issues with Code of Conduct and Conflict of Interest Implications. These are contained in Chapter 2 of the new *Personnel Policy Manual*.

Any questions pertaining to these subjects should be addressed to Conflict of Interest/Code of Conduct (ABDE), the section responsible for these matters. Similarly, any employee who considers that he or she may be in a conflict of interest situation due to his or her investment portfolio or outside activities should consult ABDE. If a blind trust is required, the costs incurred in establishing, maintaining, administering and discharging it are reimbursable subject to certain limitations.

2.6 Pay, Allowances and Leave

Now, we'll discuss some matters that are very close to most hearts — money and time off. Compensation (ABP) is the section at headquarters that is responsible for pay, leave and allowances administration. Your salary cheques and pay stubs are actually prepared by Supply and Services Canada (SSC) and then sent to External Affairs for distribution.

When you join the foreign service, SSC is given basic data concerning your salary level, tax-withholding status and checkoffs. Any alterations to your deductions caused by changes in your classification or family composition are similarly provided. Salary revisions arising from contract settlements are normally reflected in your pay cheque within three months. The awarding of Acting Pay and Performance Pay is a more time-consuming process because authorization must first come from the Personnel Operations Bureau (APD) before Compensation (ABP) can requisition a cheque from SSC.

Before you begin your posting, the Allowances Section (ABPF) will give you a Statement of Pay and Allowances which has been completed according to your entitlements at that time. Keep the completed form in a safe place.

While you are abroad, your pay and allowances will be deposited into the bank account you have designated for that purpose. To accomplish this, you should ensure that you fill out forms EXT 271 — *Request to Deposit Cheques*, and form DSS-2582 — *Enrolment for Direct Deposit* (see Figures 4 and 5). Salary is deposited by electronic transfer every two weeks and allowances are deposited monthly. Supplementary cheques are deposited when received, and are generally delivered "by hand" (messenger service) to banks in central Ottawa and Hull, and mailed to outlying branches. Cheque stubs, Allowance Information statements and duplicate copies of bank deposit slips (see Figure 6) are normally sent to the mission once a month for distribution. When you examine these forms, take note that Posting Loans are recovered from your salary.

Two of the FSDs provide benefits based wholly or partially on the incentive-inducement principle. These are the Foreign Service Premium (FSD 56) and the Post Differential Allowance (FSD 58). The Foreign Service Premium and the Post Differential Allowance are payable for the duration of your overseas assignment, except that the Foreign Service Premium is limited to a maximum of seven years at the same mission. Payments may cease or be modified by temporary absences from duty, changes in the size of your family at the mission, changes in salary or length of service at a mission. You and your Mission Administration have the joint responsibility to keep ABPF informed of any prolonged absences or changes in family status. This should ensure that you continue to receive the proper amount each month and are not inconvenienced by the employer's need to recover any over-payments.