

CONFLICT OF INTEREST DECLARATION FORM

Name:	Title:
Division:	Contact Phone Number:
Location:	

Check the Boxes that Apply

Personal Reporting:

- Assets
- Outside Employment
- Outside Activities
- Personal Relationships
- Political Activities
- Other

Corporate Reporting:

- Gifts, Hospitality and Other Benefits
- Solicitation/Fundraising
- Donations
- Other

Note: For explanations and examples see following pages.

Declaration:

Employee Signature:

Date:

Division Head Signature:

Date:

Please submit this form via your Manager to the Division Head.

Manager comments (if applicable):

REFERENCES

Conflict of Interest (COI): a situation in which an NPF employee has private interests that could improperly influence the performance of his or her official duties and responsibilities or in which the NPF employee uses his or her position for personal gain. A real conflict of interest exists at the present time, an apparent conflict of interest could be perceived by a reasonable observer to exist, whether or not it is the case, and a potential conflict of interest could reasonably be foreseen to exist in the future

Personal Reporting

Assets: NPF employees are required to evaluate their assets, taking into consideration the nature of their official duties and the characteristics of their assets. If there is any real, apparent or potential conflict of interest between the carrying out of their official duties and their assets, they are to report this matter to the Division Head in a timely manner.

Outside Employment: NPF employees may engage in employment outside of CFMWS, unless the employment is likely to give rise to a real, apparent or potential conflict of interest or would undermine the impartiality of the CFMWS or the objectivity of the NPF employee.

NPF employees, who receive a benefit or income, either directly or indirectly from a contract with the Government of Canada, CFMWS, or DND/CF, are required to report such contractual or other arrangements to their Division Head.

Outside Activities: NPF employees may take part in outside activities, unless the activities are likely to give rise to a real, apparent or potential conflict of interest or would undermine the impartiality of the CFMWS or the objectivity of the NPF employee.

Personal Relationships: It is prohibited for family members to work in positions where one member has a real, perceived or potential influence over the work or employment of the other member.

If a situation arises where one employee becomes a family member of another employee over whose work or employment he/she already has a real, perceived or potential influence, both employees must declare the conflict of interest to their Division Head so that steps may be taken to cease the conflict of interest.

A situation may arise through internal or external recruitment where someone involved in the selection process could be in a real, perceived or potential conflict of interest (for e.g. a selection board member has a personal relationship or association with one of the candidates). In that event, the person must notify the Division Head so that steps can be taken to address the potential influence of the real, perceived or potential conflict of interest over the recruitment and selection process. Managers should refer to the NPF Ethics Policy and NPF Conflict of Interest Policy for further details pertaining to conflicts of interest.

Corporate Reporting

Gifts, Hospitality or Other Benefits: NPF employees are not to accept any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their official duties and responsibilities or that may place them under obligation to the donor. This includes activities such as free or discounted admission to sporting and cultural events, travel or conferences.

The acceptance of gifts, hospitality and other benefits is permissible, if they are infrequent and less than \$50 in value, within the normal standards of courtesy or protocol, arise out of the activities or events related to the official duties of the NPF employee concerned, and do not compromise or appear to compromise the integrity of the NPF employee concerned or his or her Division.

NPF employees are to seek written direction from their Division Head where it is impossible to decline gifts, hospitality or other benefits that do not meet these principles, or where it is believed that there is sufficient benefit to the organization to warrant acceptance of certain types of hospitality.

Solicitation/Fundraising: With the exception of fundraising for NPP programs and officially supported activities, such as the Government of Canada Workplace Charitable Campaign (GCWCC), NPF employees may not solicit gifts, hospitality, or other benefits or transfers of economic value from a person, group or organization in the private sector who has dealings with the government, CFMWS, or DND/CF. When fundraising for such official activities, employees should ensure that they have prior written authorization from their Division Head in order to solicit donations, prizes or contributions in kind from external organizations or individuals.

Donations: If an outside individual or entity, with whom the organization has past, present or potential official dealings, offers a benefit to the organization such as funding for an event or a donation of equipment, NPF employees are to consider whether any real, apparent or potential conflict of interest exists, and obtain the consent in writing of the Division Head prior to accepting such benefit.