

### CONFLICT OF INTEREST - EMPLOYEE

All personnel in the employ of the Division shall ensure their position on staff will not be used for personal advantage, or the promotion of any commercial or partisan interest of any person, business or institution.

Without limiting the generality of the foregoing, no employee of the Division shall:

- a) engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a question of conflict with his or her duties or responsibilities;
- b) act as agent for any person in the sale, or the promoting of selling, of any item for use in the Division;
- c) receive any remuneration or other compensation for any sale to the Division;
- d) exercise any influence over any purchase made by the Division, which would result in a personal benefit being received.

In the event that any employee or a member of his/her family owns or has a significant interest in a company that completes business transactions with the Division, the employee shall complete a declaration to so indicate. This declaration shall include:

- 1. the name of the company
- 2. the business address
- 3. the officers of the company