



CONFIDENTIAL REPORT

REPORT OF ASSETS, LIABILITIES AND PARTICIPATION IN OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES SUBJECT TO REPORT IN ACCORDANCE WITH VALUES AND ETHICS CODE FOR THE PUBLIC SERVICE

Name	Classification	Position title
Department / Branch / Division		Place of work

NOTE: If space below is insufficient, attach second page

In compliance with the *Values and Ethics Code for the Public Service*, I hereby disclose the following non-exempt assets, direct and contingent liabilities and outside employment and other activities, which I fully understand may have to be divested, curtailed or modified if it is determined that such assets, liabilities or activities give rise to a real, apparent or potential conflict of interest in respect of the duties and responsibilities of the position offered to or occupied by me:

Description of Assets:

---



---



---

Description of Liabilities:

---



---



---

Description of Outside Activities:

---



---



---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Privacy Statement**

The *Values and Ethics Code for the Public Service* forms part of the conditions of employment. The information you provide on this confidential report is collected under the provisions of this code in accordance with the *Financial Administration Act* for the purposes of ensuring compliance and maintaining information about potential and actual conflict of interest situation for employees of a government institution. It will be stored in personal information bank number PSE-915. Personal information that you provide is protected under the provisions of the *Privacy Act*.



## **Confidential Report**

Public servants must report, within 60 days of their first appointment, transfer or deployment, all outside activities, assets, and direct and contingent liabilities that might give rise to a conflict of interest with respect to their official duties. To this end, a Confidential Report must be filed with their Deputy Head. Every time a major change occurs in the personal affairs or official duties of public servants, they must review their obligations under the Values and Ethics Code. If a real, apparent or potential conflict of interest exists; they must file a new Confidential Report with their Deputy Heads.

## **Assets Not Requiring a Confidential Report**

Assets and interests for the private use of public servants and of their family members, as well as non-commercial assets, are not subject to the compliance measures. For example, such assets include:

- (a) residences, recreational property and farms used or intended for use by public servants or their families;
- (b) household goods and personal effects;
- (c) works of art, antiques and collectibles;
- (d) automobiles and other personal means of transportation;
- (e) cash and deposits;
- (f) Canada Savings Bonds and other similar investments in securities of fixed value issued or guaranteed by any level of government in Canada or agencies of those governments;
- (g) Registered Retirement Savings Plans (RRSPs) and Registered Education Saving Plans (RESPs) that are not self-administered;
- (h) investments in open-ended mutual funds;
- (i) guaranteed investment certificates and similar financial instruments;
- (j) annuities and life insurance policies;
- (k) pension rights;
- (l) money owed by a previous employer, client or partnership; and
- (m) personal loans receivable from members of the public servant's immediate family and small personal loans receivable from other persons where the public servant has loaned the moneys receivable.

## **Assets and Liabilities Subject to Confidential Report**

Examples of assets and liabilities, which may be subject to a Confidential Report, include:

- (a) publicly traded securities of corporations and foreign governments and self-administered Registered Retirement Savings Plans (RRSPs), and self-administered Registered Education Savings Plans (RESPs) that are composed of these securities, where these securities are held directly and not through units in mutual funds;
- (b) interests in partnerships, proprietorships, joint ventures, private companies and family businesses, in particular those that own or control shares of public companies or that do business with the Government;
- (c) commercially operated farm businesses;
- (d) real property that is not for the private use of public servants or their family members;
- (e) commodities, futures and foreign currencies held or traded for speculative purposes;
- (f) assets placed in trust or resulting from an estate of which the public servant is a beneficiary;
- (g) secured or unsecured loans granted to persons other than to members of the public servant's immediate family;
- (h) any other assets or liabilities that could give rise to a real or potential conflict of interest due to the particular nature of the public servant's duties and responsibilities; and
- (i) direct and contingent liabilities in respect of any of the assets described in this section.

## **Outside Employment or Activities**

Public servants may engage in employment outside the Public Service and take part in outside activities unless the employment or activities are likely to give rise to a conflict of interest or in any way undermine the neutrality of the Public Service. When outside employment or activities might subject public servants to demands incompatible with their official duties, or cast doubt on their ability to perform their duties in a completely objective manner, they shall submit a Confidential Report to their Deputy Head. The Deputy Head may require that the outside activities be curtailed, modified, or terminated if it is determined that a real, apparent or potential conflict of interest exists.