

Section: PS 801-A
Conflict of Interest
Appendix A

Last revised: April 2022
Last reviewed: April 2022
Next review:

Outside Employment/Outside Activities/Seeking and Holding Public Office
Disclosure Form

This form deals specifically with the issue of outside employment, outside activities and seeking and holding public office in the context of conflicts of interest. Employees should be aware that permission to engage in outside employment or outside activities may be denied or rescinded for reasons other than a conflict of interest.

Complete Part I of this form if you are seeking public office.

Part I - Employee Information

Employee Name

Employee Number

Branch/Division

Ministry

Position

Email Address

Brief Description of Current Job Duties:

Proposed outside employment/outside activity/public office (include a brief description of anticipated duties or nature of activity and include any relevant, supporting documents):

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Does this Employment/Activity/Public Office create the possibility of an actual, perceived or potential conflict of interest?

Yes No

Please explain why there is or is not an actual, perceived or potential conflict of interest:

If there is a possible conflict, whether actual, perceived or potential, please set out the proposed strategy to deal with the conflict:

Employee Declaration:

I declare that I have reviewed the Conflict of Interest Policy and the information set out above is true and correct to the best of my knowledge.

I agree to cooperate with the Employer regarding requests for additional information that may be necessary and I agree to inform the Employer of any changes to the information that I have provided.

Employee's Signature

Date

Email Address of Immediate Manager

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Part II - To Be Completed by Ministry Managers. The employee's manager should consult with HRBPT as necessary, and should also discuss options/conditions/restrictions with the employee respecting any conflicts arising from the employment or activity before making a recommendation.

Recommendation by Employee's Manager [respond within ten (10) working days of receiving the request]:

Recommended Not Recommended

Explanation/Conditions/Restrictions:

Manager's Signature

Print Name

Manager's Email

Date (mm/dd/yyyy)

Email Address of Branch/Division Head

Part III - To Be Completed by the Branch/Division Head.

Recommendation by the Branch/Division Head [respond within five (5) working days of receiving the request]:

Recommended Not Recommended

Explanation/Conditions/Restrictions:

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Signature of Branch/Division Head

Print Name

Branch/Division Head's Email

Date (mm/dd/yyyy)

Email Address of Permanent Head

Part IV - To Be Completed by the Permanent Head.

Decision of Permanent Head (or designate) [respond within five (5) working days of receiving the request]:

- Approved
- Approved with the conditions/restrictions stated below:
- Refused

Explanation/Conditions/Restrictions:

Signature of Permanent Head (or Designate)

Print Name

Permanent Head (or Designate)'s Email

Date (mm/dd/yyyy)

Employee was notified of decision on:

Date (mm/dd/yyyy)

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Please select your HRBPT to forward the approved Form for filing.

HR Business Partner Team Email