

## CONFLICT OF INTEREST DECLARATION FORM

Personal information will be protected under provision of the Privacy Act.

<b>A) Employee Information</b>		
1. Family name	Given Name	2. Classification
3. Position Title	4. Location (city)	
5. Branch / region	6. Division / sector	
7. Supervisor's Family Name	Supervisor's Given Name	
8. Supervisor's Title		
9. Brief Description of Official Duties		
<b>B) Declaration Information</b>		
Nil Declaration	(check this box if you have nothing to disclose)	
Assets and liabilities	10. Description of Assets and Liabilities	
Outside Activities or Employment	11. Description of Outside Activities or Employment	
Reporting Relationship	12. Description of the Reporting Relationship	
Other (Including Post-Employment)	13. Description of Other	
<b>C) Certification</b>		
14. By submitting this form, I certify that the information provided, to the best of my knowledge, is true and accurate and fully discloses information to my obligations as a public servant under the <i>Values and Ethics Code for the Department of Fisheries and Oceans and the Canadian Coast Guard</i> .		Date
Signature <i>(not required if the form is submitted electronically from a DFO email address)</i>		

## Conflict of Interest Declaration Form

Using this form, you must, as a public servant at DFO & Coast Guard, report, within 60 days of your first appointment, transfer or deployment, all assets and liabilities, outside employment and/or activities, reporting relationships or any other situation that might give rise to a conflict of interest with respect to your official duties. This form should also be used to report any real, apparent or potential conflict of interest. Whenever there is a significant change in your personal affairs or your official duties, you must review your obligations under the *Values and Ethics Code for the Department of Fisheries and Oceans and the Canadian Coast Guard* and determine whether a conflict of interest disclosure should be made.

**At any point, you may contact a Values and Ethics Advisor at the Values and Ethics program for guidance.**

**E-mail:** [DFO.ValuesandEthics-Valeursetethique.MPO@dfo-mpo.gc.ca](mailto:DFO.ValuesandEthics-Valeursetethique.MPO@dfo-mpo.gc.ca)

### Nil Declaration

Making a nil declaration means you have considered any real, apparent or potential conflicts of interest between your private affairs and the duties and responsibilities of your current position with the Department and **you have nothing to disclose.**

### Assets and Liabilities

The following is a list of examples of assets and liabilities that must be disclosed using this form if they do, or could, constitute a real, apparent or potential conflict of interest, for example, by being related to fisheries and oceans, the Department's operations and/or mandate, or your official duties.

This list is **not** exhaustive:

- 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;
- 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;
- real property that is not for your private use or the private use of your family members;
- commodities, futures and foreign currencies held or traded for speculative purposes;
- assets placed in trust or resulting from an estate of which you are a beneficiary;
- secured or unsecured loans granted to persons other than to members of your immediate family;
- any other assets or liabilities that could give rise to a real, apparent or potential conflict of interest due to the particular nature of the your official duties; and
- direct and contingent liabilities in respect of any of the assets described in this section.

### Assets and Liabilities that do not need to be disclosed:

- residences and recreational properties used or intended for your own personal use or the use of your family;
- household goods and personal effects;
- works of art, antiques and collectibles;
- automobiles and other personal means of transportation;
- cash and deposits;
- Canada Saving 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;
- Registered Retirement Savings Plans and Registered Education Saving Plans that are not self-administered;
- investments in open-ended mutual funds;
- guaranteed investment certificates and similar financial instruments;
- annuities and life insurance policies;
- pension rights;
- money owed by a previous employer, client or partnership; and
- Personal loans receivable from the your immediate family and small personal loans receivable from other persons where you have loaned the moneys receivable.

### Outside Activities or Employment

As a public servant at DFO & Coast Guard, you must declare any outside employment and/or activities that might be incompatible with your current official duties, or cast doubt on your ability to perform your official duties in an objective and impartial manner, including:

- any applications for or the receipt of benefits under any grant, contribution, income assistance program, or any other program administered by the Department, whether as an individual or as part of an organization that applies for or receives benefits;
- any membership on a Board of Directors as an outside activity, that is related to fisheries and oceans;
- any other outside activity or employment situation (including any offer or acceptance of employment to begin after leaving the public service) that could give rise to a real, apparent or potential conflict of interest due to the particular nature of the Department or your official duties;

- Any contract or employment with any Government of Canada Department or Agency;
- Any involvement in an outside activity with an organization whose mandate is similar or contradictory to that of Fisheries and Oceans Canada or who has dealings with the Department;
- Any holding or use of a commercial fishing license, including having financial interest in one, participation in commercial fishing or commercial sport fishing, holding a fisher's registration card, trading fishing quotas or having any other personal involvement where you stand to receive a personal gain from commercial fishing; and
- Holding or seeking to hold a position of office in, or volunteering for an Aboriginal Band Council.

### **Reporting Relationships**

A reporting relationship between family members is a real conflict of interest and should be avoided since it creates the appearance of preferential treatment. It is our responsibility to identify situations where we may be in a situation of potential conflict of interest and to take appropriate avoidance measures

### **Other**

As a public servant at DFO & Coast Guard, you must disclose any matter that could give rise to a conflict of interest, even if it does not clearly fit one of the other descriptions above. Such disclosures may include those related to:

- conflict of duties;
- conflict of interest of a friend or family member;
- post-employment opportunities, including all firm offers of employment, and acceptance of employment; and
- acceptance of a gift as part of his or her official duties.

As per Personal Information Bank [PSE 915 Values and Ethics Codes for the Public Sector and Organizational code\(s\) of Conduct](#), personal information is collected under the authority of the Financial Administration Act (FAA) for the purpose of declaring and resolving potential conflicts of interest. It may be used to resolve situations of perceived, potential and actual conflicts of interest and disclosed to the Office of the Chief Human Resources Officer, Treasury Board Secretariat. Failure to provide this information may result in an inaccurate determination through this process. You have the right to the correction of, access to, and protection of your personal information under the *Privacy Act* and to file a complaint with the Privacy Commissioner of Canada over DFO's handling of your information.