



## CONFLICT OF INTEREST

### PURPOSE

1. This directive sets out the responsibilities employees have with respect to real, potential or apparent conflicts between their official duties and their personal or financial interests.

### APPLICATION

2. These guidelines and procedures apply to all Government of Nunavut (GN) employees.

### DEFINITIONS:

3. **Code of Values and Ethics** is the Nunavut Public Service Code of Values and Ethics (the Code).
4. A **Conflict of Interest** exists when an employee has a private or financial interest that is inconsistent with his or her duties and the responsibility to act in the best interests of the public, because the employee could benefit personally from a decision or action. The private interest may influence or have the potential to influence how the employee carries out his or her GN duties.

### PROVISIONS

5. Adherence to the Code is a condition of employment with the GN and all employees must comply with the Code. All GN employees are given a copy of the Code with their offer of employment and employees must indicate, in writing, that they have received it.
6. Upon appointment, if employees have any real, apparent or potential conflicts of interest between their official duties and their private interests, they must file a Disclosure Statement in the form set out in Appendix B with their deputy head.
7. If at any time during their employment with the GN, an employee has reasonable grounds to believe a conflict of interest exists or is likely to arise in relation to their employment duties, he or she must disclose this to the deputy head and the deputy head will determine the measures to be taken to deal with the situation.



8. In the case of a deputy head, upon appointment and at any time there is a significant change in the information previously disclosed, a disclosure report in the form set out in Appendix A must be submitted to the Senior Personnel Secretariat, which includes:
  - a. An acknowledgement that he or she has read and understands the Code and has taken the Oath or Affirmation of Office and Secrecy;
  - b. A declaration of his or her assets;
  - c. Confirmation that he or she holds no outside employment; and
  - d. The details of his or her participation in business or volunteer activities.
9. If it is determined that a conflict of interest exists, the employee must agree to take recommended measures to resolve the conflict.
10. An employee's failure to disclose real, apparent or potential conflicts of interest may be subject to investigation, disciplinary measures, legal action or prosecution under the *Criminal Code*.

#### **AUTHORITIES AND REFERENCES**

11. *Public Service Act* S.Nu. 2013, c. 26
12. *Public Service Regulations*
13. Code of Values and Ethics

#### **CONTACTS:**

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