



OUTSIDE ACTIVITY

PURPOSE

1. This section clarifies the rules for outside activity (including self-employment and volunteer activities) by public servants.

APPLICATION

2. This section applies to all employees of the Government of Nunavut (GN).

DEFINITIONS

3. **Outside Activity** includes self-employment and volunteer work as well as additional employment either inside or outside the GN.
4. **Conflict of Interest** is a set of circumstances that exist when a public servant has a private interest or financial interest that is inconsistent with his/her duties and the responsibility to act in the best interest of the public, because the public servant could benefit personally from a decision or action.
5. **Code of Values and Ethics** is the Nunavut Public Service Code of Values and Ethics.

PROVISIONS

6. The *Public Service Regulations* prohibit a GN employee from carrying on any business or employment outside the GN where he or she unduly exploits his or her acquaintance with persons through the GN, where there may be a conflict with GN duties or where there is unauthorized use of GN information, property or facilities.
7. The Code of Values and Ethics allows public servants to participate in outside activity that does not interfere with their primary public service employment or impair the neutrality of the public service.
8. Employees may not take outside employment if the employment:
 - a. Causes a conflict of interest;
 - b. Is performed in such a way as to appear to be an official act on behalf of the GN or to represent a GN policy;
 - c. Is conducted during the employee's hours of work;
 - d. Interferes with employee's duties;
 - e. Involves the use of GN premises, equipment or supplies; or



- f. Places the employee in a position where they could use confidential knowledge or information for personal gain.
9. Employees may not request or accept payment or other benefit for functions which are part of their work duties other than the pay and benefits they receive from the GN.
10. The Code of Values and Ethics prohibits deputy heads from engaging in the following:
 - a. Any employment or the practice of a profession;
 - b. Management of a business; or
 - c. Holding an office or directorship other than:
 - as one of his or her employment duties;
 - in a social club;
 - in a religious organization; or
 - in a political party.
11. When employees wish to carry on outside activities, they must notify their deputy head in writing using the form described in Appendix A prior to the start of the outside employment.
12. The deputy head shall approve or deny, in writing, the employee's request within 20 working days. If the request is denied, reasons must be provided.
13. A copy of the employee's request and the deputy head's response must be placed on the employee's personnel file.
14. When a deputy head wishes to accept a volunteer position or carry out volunteer activities, he or she must notify the Senior Personnel Secretariat in writing using the form described in the attached Appendix A prior to initiating such activity.
15. The Senior Personnel Secretariat may refuse to allow a deputy head to participate in volunteer activity or may place terms or conditions on the volunteer activity which the deputy head must follow.

AUTHORITIES AND REFERENCES

16. *Public Service Regulations* s. 48
17. Nunavut Public Service Code of Values and Ethics
18. Senior Managers Handbook
19. Excluded Employees Handbook



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Building *Nunavut* Together
Nunavut liuqatigiingniq
Bâtir le *Nunavut* ensemble

Human Resources Manual
Directive 203: Outside Activity

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