

Appendix A – Conflict of Interest General Guidelines

Dealings with Family, Friends, Business Associates, Former Business Associates and Voluntary Associates

Employees who exercise regulatory, inspection and/or discretionary control over others must not give or appear to give preferential treatment to family members, friends, business associates and/or former business associates.

Employees who exercise regulatory, inspection and/or discretionary control over others must not give or appear to give preferential treatment to any private or public body such as municipal council, school board or volunteer organization of which they are a member.

Public Employee's Professional Interaction with Family Members:

Due to the fact that family ties vary from family to family, the Chair of the Public Service Commission and/or permanent head of a ministry must use their discretion in determining whether or not a conflict of interest situation exists due to the interaction of an employee and a family member.

Vendor-Sponsored Travel:

Vendor-sponsored Travel is defined as any travel expense (including flights, hotels, registration fees, per diems) reimbursed or paid on behalf of a Government of Saskatchewan employee that has been paid for by a third-party vendor (a person or company that sells goods or services to Executive Government, Crowns or Agencies).

- Vendor-sponsored travel can and should be approved in situations for activities relating to inspection, testing, training, contractual obligations, conference presentations, emergency assistance, panels, committees, regulatory standards, roundtables, task forces or membership meetings.

Acceptance of Gifts:

An employee or an employee's family member should never solicit or accept any gift or service of anything of value – whether money, service, travel, entertainment, hospitality, an item or a personal benefit – without compensation, that could be viewed as a payment for services rendered through their employment in the public service.

- A public employee may accept any gift that represents the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together; or tokens of nominal value exchanged as part of protocol.
- Public employees accepting any payment, gift, honorarium or gratuity, in addition to their salary paid by the Government, which is actually or may be viewed as payment for services provided through their employment, would be in conflict with this guideline. Employees must report to their permanent head the receipt of any gift with a value in excess of \$200, or any gifts received directly or indirectly from one source where the total cumulative value received in any fiscal year exceeds \$200.
- Failure to comply with the policy will result in disciplinary action.
- While travelling on government business, employees continue to be bound by the Conflict of Interest policy.

Use of Information:

Employees are not prevented from using government information that is available to the public in the management of their private affairs. However, where such information is not available to the public, employees must manage their private affairs so that neither they, nor their relatives, friends, business associates or former business associates benefit or appear to benefit from the use of such information. An employee must not reveal government information to any unauthorized individual prior to its public release date.

Future Employment:

An employee should not let themselves be influenced in the carrying out of their responsibilities by the prospect of employment elsewhere.

Examples of Conflict of Interest Situations:

The following is a short list of examples of conflict of interest situations. It is not intended to be all-inclusive:

- where the employee may influence the decisions of the government in dealing with an organization which conducts business with the Government, when the organization is largely owned or controlled by an employee or an immediate relative, or in which they may have an interest.
- where the employee may influence the decisions of a ministry in respect of a particular company or municipal body that is applying to a ministry for a loan, grant or other advantages, when the employee has a significant responsibility in the affairs of the applicant, e.g. they are a trustee of land or other property.
- ownership by an employee of land or other property where a property value may be influenced by the employee.
- where an employee accepts favours from an individual, organization or corporation that deals or may deal with the Saskatchewan Government where the employee is or may be in a position to influence the dealings.
- when members of an employee's immediate family receive personal benefits as a result of the position of the employee.

Action to be Taken After a Conflict of Interest is Perceived:

The permanent head (or designate), after a conflict of interest comes to their attention and/or violation of the preceding guidelines comes to their attention, has the following possible options for action available to them:

- instruct the employee to divest themselves of their financial investments;
- instruct the employee to transfer their financial interests to a blind trust;
- remove the employee from the responsibilities that are causing the conflict of interest;
- accept the employee's resignation;
- recommend to the Attorney General that the situation be investigated.