

*Gifts, Bribes and Corrupt Practices.*—For obvious reasons, you are not allowed to ask for or to accept gifts, presents or entertainment for any help or information whatsoever given to the public on official matters, either inside or outside the office. In certain circumstances where refusal might indicate lack of courtesy, an officer may accept such gifts or presents, which acceptance should then be reported to his Head of Department and the gift sent to the Treasury. Should you be in doubt speak to your senior officer: he may be in a better position to see whether the circumstances are likely to be prejudicial to the good name of the Service and yourself.

*Complaint—Outside Influence.*—Every officer has a right of appeal against instructions. If you have a complaint of any kind to make, take the matter up with your senior officer or with your Service Association, if you need further advice. Officers are specifically prohibited from seeking the influence or interest of any person in order to obtain promotion, transfer or other advantage.

Like everyone else, a public servant may write as an individual to his elected representative in the Legislative Assembly about a matter of public interest—even about a question affecting the Public Service as long as it is a public problem affecting others besides the officer himself. But on matters peculiar to yourself you must not write to a member of the Legislative Assembly, or to any outside person, to ask him to help you obtain, in effect, a personal advantage over other officers. Such actions prejudice your claims with the department, and in serious cases, may be treated as disciplinary offences.

*Use of official stationery.*—Official paper and envelopes should not be used for private purposes. Except for unavoidable urgent calls, you should also avoid using official telephones privately. Likewise, avoid as much as possible having private letters addressed to you, or private calls received while at the office.