

'It follows that there are spheres of activity legitimately open to the ordinary citizen in which the civil servant can play no part, or only a limited part. He is not to indulge in political or party controversy, lest by doing so he should appear no longer the disinterested adviser of Ministers or able impartially to execute their policy. He is bound to maintain a proper reticence in discussing public affairs and more particularly those with which his own department is concerned. And lastly, his position clearly imposes upon him restrictions in matters of commerce and business from which the ordinary citizen is free.'

The report contented itself with laying down the general principles, without seeking to elaborate these into any detailed code, if only for the reason that their application must vary according to the position, the department and the work on which the official is engaged.

*Performance of Outside Work.*—As the public servant has to devote himself exclusively to his public duties during office hours, he is precluded from taking on any activity whatsoever which requires his attendance away from the office during this time. Nor is this all. He should not undertake any outside occupation which will in any way conflict with the interests of the Service, or be inconsistent with his position, or in any way impair his usefulness as a public servant. The Service does not encourage officers or employees to seek employment in their own time outside the department in which they are normally employed. All proposals to engage in such activity, whether it is on a remunerative or unremunerative basis, must be submitted to the departmental head for his consideration. Approval must be obtained before such activity is undertaken. If you feel that some conflict may arise between your public service post and your intended interest in any association or society, firm or company, or other form of activity whatsoever, consult your Senior Officer. You may not be the best judge of the reaction of others to your engaging in the particular activity.

Without actually forming part of your job, certain forms of outside activity may be bound up in some way with your duties, e.g., writing, lecturing, broadcasting and the like. If you wish to make any use of official time or official papers in this way, you should tell your department about it and seek permission before going ahead. You should also seek permission if you have been asked to undertake any work, paid or unpaid, for another Government department, even if you propose to do it in your own time. On no account, should you use any confidential information or publicly comment upon any departmental action or upon the administration of any department except in a general way, as a member of the public.

*Purchases and Sales, Contracts.*—You should in no circumstances deal in your official capacity with any matter affecting a purchase or sale or contract in which you are interested in your private capacity—for example, as a shareholder.

Apart from ordinary public transactions like buying stamps, no purchase may be made by the Government from, and no sale made by the Government to, a civil servant, unless with express permission.