

propriety, it is advised not to purchase them

8.3.7 Individuals are not to negotiate a contract on behalf of Dstl with a company in which they have a private interest. When in contact with any matter in which they have a private financial interest then it should be declared. Employees are:

- not to use their official position to raise funds for charity by involving companies with which they have official contact;
- to avoid private transaction and not accept preferential treatment from any such company

#### **8.4 Media activities**

8.4.1 It is important to dispel any impression, however unfounded, that there is a conflict of interest between a particular activity and the responsibilities of an employee. There is no exhaustive list of activities that fall into this category, but it is in everyone's interest for individuals to seek approval before indulging in any such activity and to ensure that records are kept.

8.4.2 Examples of activities that may conflict with the responsibilities of employees are

- press announcements (these should be referred to Head of Corporate Affairs),
- broadcasts and media interviews and public speaking (these should be referred to Head of Corporate Affairs),
- lecturing or speaking at conferences and seminars, especially on matters of political sensitivity. The procedure for public disclosure of Dstl official information is to be followed. Employees should not attend political conferences in their official capacity without prior permission from their Department Manager,
- completing external questionnaires (e.g. those asking for detailed information about the organisation). Any doubts should be referred to Head of Corporate Affairs;
- publishing books, writing papers for publication. Applications to publish are to be made on a completed Dstl application for permission to publish (Form 199 – reference 10)

8.4.3 Elected TU representatives may comment on Government policy under the terms of 8.2.10 above.

8.4.4 The Intellectual Property Department (IPD) should be consulted prior to entering into any arrangements regarding inventions, design rights, patents, or the copyright in any articles or material which employees have produced as part of their official duties. Details are contained in the Dstl procedure for the protection of inventions and other intellectual property (reference 12) and the Dstl procedure for public disclosure of official Dstl information (reference 13)

#### **8.5 Service in the reserve or auxiliary forces**

8.5.1 The line manager's written consent is required for any employees wishing to join the reserve or auxiliary forces, except for cadet forces where there is no liability to be called up in an emergency. Line managers may grant up to 2 working weeks and three days special paid leave per annum for reserved forces training or activity, provided the sum of annual leave and any special leave does not exceed eight weeks

M00|2|0029