

Government of Canada
COVID-19 Vaccination Evaluation and Procurement Activities

Confidentiality Affirmation and Conflict of Interest Declaration

Context

The Government of Canada (“Canada”) has engaged in discussions with several organizations in the vaccination supply chain, who are working to respond to the COVID-19 global health emergency.

Canada has entered into confidentiality agreements with suppliers, and before disclosure is made, needs to ensure that it has the same commitment from every “need to know” recipient (“Recipient”) who is involved with Canada’s effort to support, coordinate and advance Canada’s evaluation and procurement of potential vaccines, vaccination supplies and other medical countermeasures in support of the Canada’s response to COVID-19 (“Activities”).

Confidentiality

Confidential information (“Confidential Information”) is owned by a third party and may be non-public, protected, confidential, privileged or proprietary in nature, and will be considered confidential, whether or not such information is specifically marked or identified as confidential or sensitive. Confidential Information may be generated or presented orally or visually (for example, during meetings, discussions, demonstrations, software trials, etc.), or in writing, including electronic format.

Unauthorized disclosure of any Confidential Information, including, but not limited to, disclosures or communications to supplier competitors or to the media, may result in embarrassment, criticism, or claims against Canada, and may jeopardize Canada’s supplier relations and procurement processes.

In order to protect the integrity of its procurement processes, and maintain credibility with suppliers, Canada must ensure the proper handling, safeguarding, use and preservation of Confidential Information by all Recipients.

Conflict of Interest

A conflict of interest arises when there is a divergence between a person’s interests and Canada’s interests or the person’s duties and responsibilities to Canada. A conflict of interest may be actual, potential or perceived.

A person must assess their private, professional, volunteer, business, financial, and public interests and activities, as well as relationships with family, friends and organizations with which they are associated to make the determination.

Conflicts of interest (real or perceived) may jeopardize Canada’s supplier relations and procurement processes.

Every proposed Recipient must disclose any obligation, commitment, relationship or interest that conflicts or may be perceived to conflict Canada’s interests or with their role or duties to Canada.

Canada will assess whether an actual or apparent conflict of interest exists, and will determine, in its sole discretion, if a proposed Recipient may participate in any Activities.

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Condition

It is a condition of receiving the Confidential Information involving the disclosure of Confidential Information that all Recipients declare their understanding of these issues, disclose any real or potential conflicts of interest and declare acceptance of the associated obligations.

Confirmation of Government of Canada Employee Obligations regarding Values and Ethics, Conflict of Interest, Confidentiality and Post-Employment

PS-1. As an employee of the Government of Canada, I acknowledge that I have read and understood the *Values and Ethics Code for the Public Sector*, as well as any policy or code on values and ethics at my home department or agency, and the Treasury Board *Policy on Conflict of Interest and Post-Employment* (or any equivalent policy on Conflict of Interest and Post-Employment if my substantive position is outside the core public administration). I also acknowledge and confirm that I remain bound by my Oath or Solemn Affirmation to not disclose (without due authority) or make known any matter that comes to my knowledge by reason of my receiving any confidential or sensitive third party information in the course of my employment with the Government of Canada.

PS-2. I acknowledge that I have read and understood the *Values and Ethics Code* for the Public Sector, and the Treasury Board *Policy on Conflict of Interest and Post-Employment*. I also acknowledge and confirm that I remain bound by my Oath or Solemn Affirmation to not disclose (without due authority) or make known any matter that comes to my knowledge by reason of my employment with the Government of Canada. I acknowledge that the obligations set out above are a confirmation of my existing obligations, and I will abide by those requirements.

PS-3. Further, I understand that I am required to report any real, apparent or potential conflict of interest that I may be in, and that I may be required to abide by certain post-employment measures. In the event that I become aware of any real, apparent or potential conflict of interest that I may be in or in the event of leaving the employ of the Government of Canada, I understand that I am required to abide by the procedures set out in the *Policy on Conflict of Interest and Post-Employment*. I acknowledge that the obligations described above reflect my existing obligations as a public servant.

PS-4. I agree to declare my present interests. I have assessed my current

- interest in any third party supplier with whom Canada may negotiate or evaluate for purposes of procurement of vaccines, vaccination supplies or other medical countermeasures,
- financial interest in or affiliation with any businesses, corporate or non-profit board of directors, advisory committee or similar entity, and
- relationships with family, friends, organizations with which they are associated,

to consider whether any of my interests, affiliations or relationships

- could compromise, or be perceived to compromise, my ability to exercise judgment, independence or full participation in the Activities, objectively with a view to the best interests of Canada, or
- could benefit or be perceived to benefit my family, friends, or organizations with which they are associated as a result of my access to the Confidential Information.

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On this basis: *(check all applicable boxes)*

- I declare that I have no conflicting interests, affiliations or relationships
- I disclose below the interest(s), affiliation(s) or relationship(s) that may be a real or apparent conflict of interest, for Canada's consideration of my interests.
- I undertake to immediately declare to Canada any conflict of interest that may arise during the course of my participation in the Activities, including being offered any gifts, hospitality, or other benefit and agree to recuse myself from participation until a determination is made.

Interest(s), affiliation(s) and relationships(s) submitted for conflict of interest determination:

Signature: _____
Name: _____
Department: _____
Position: _____
Date: _____