



## GOVERNMENT OF ANTIGUA AND BARBUDA

### Office of the Director of Audit, Government of Antigua and Barbuda EMPLOYEE ANNUAL DECLARATION AND CONFIDENTIAL REPORT

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I understand that I must adhere to the International Organization of Supreme Audit Institutions' (INTOSAI) *Code of Ethics*<sup>1</sup> and must comply with the Antigua and Barbuda *Civil Service Regulations*, 1993, Part VI, Conduct of Officers.

Employees are therefore required to sign a statement of their interests and activities as set out in this **Annual Declaration and Confidential Report**. This obligation arises:

1. on commencing employment with the Office of the Director of Audit;
2. annually thereafter; and
3. when there is any change in an employee's situation including the acquisition or divestment of any reported interest/activity.

Public servants have the following overall responsibilities:

- In carrying out their official duties, public servants should arrange their private affairs in a manner that will prevent real, apparent, or potential conflicts of interest from arising.
- If a conflict does arise between the private interests/activities and the official duties of a public servant, the conflict should be resolved in favour of the public interest.

Public servants also have the following specific duties/responsibilities (as outlined in the *Civil Service Regulations*, Part VI):

- No officer may work for a Public Board or Public Committee without the prior approval of the Public Service Commission.
- Every officer shall on appointment, and at any time after appointment, inform the Commission of any private work he/she carries out.
- No officer may hold a private investment that would interfere or conflict in any way with his/her duties to the service.

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<sup>1</sup> [http://www.issai.org/media\(627,1033\)/ISSAI\\_30\\_E.pdf](http://www.issai.org/media(627,1033)/ISSAI_30_E.pdf)

- No officer may engage with the press/public on matters that may reasonably be regarded as of a political or administrative nature without the prior permission of the Commission.
- No officer may engage in specified political activities without first resigning from his/her post.
- No officer or member of his/her family may solicit for or accept a gift or a bribe whether in the form of money or in kind.

I understand that I am being asked to disclose all of my reportable interests and activities as outlined above. I also understand that I am being asked to state, for myself and my immediate family members, that:

- I have no such interests and am not engaged in such activities.
- I have such interests/activities as disclosed below but do not believe that they could jeopardize or call into question my judgment or objectivity.
- I have such interests/activities as disclosed below or on the attached sheet that could jeopardize or call into question my judgment or objectivity.

**Reportable Interests and Activities**

I hereby disclose the following interests/activities which I fully understand may have to be divested, curtailed, or modified if it is determined they give rise to a real, apparent, or potential conflict of interest in respect of my duties and responsibilities.

Description of Interests:

Description of Outside Activities:

**I understand that if my situation or circumstances change, I am immediately required to make a new Report to the Director of Audit and/or the Public Service Commission.**

As an employee of the Office of the Director of Audit, I declare that the statements I have made in this **Report** are true and complete and I commit to observing (1) the Core Values of the Office of the Director of Audit, (2) the *Civil Service Regulations, 1993, Part VI, Conduct of Officers*, and (3) the *INTOSAI Code of Ethics* in their entirety.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_<sup>2</sup>

<sup>2</sup> I understand that the Director of Audit will keep my **confidential** declaration/report on file at his office.