



GENERIC REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT, SERVICES AND VOLUNTEER ACTIVITIES

Instructions

The following information is required if you:

- engage in a new outside activity, or
- have received approval, but the nature of the activity has changed.

You must complete one form for each outside activity.

For further information about outside activity, see the Government of the Northwest Territories' Code of Conduct available online at <http://www.hr.gov.nt.ca/policy/>.

Until written permission has been received from the deputy head, employees may not participate in the outside activity.

Employee name: _____

Location: _____

Position title: _____

Supervisor's name: _____

- I am seeking approval to:
- Engage in a **new** outside activity
 - Engage in a **previously approved** outside activity that has had a change in the nature of the activity

- Type for outside activity:
- Outside employment and/or self-employment
 - Service (with or without remuneration) on boards, councils, or committees
 - Volunteer activities

Name of person, business of organization for whom the outside activity will be performed:

Briefly describe the specific duties of activities (if necessary, attach additional pages):

Do your work duties relate in any way to the proposed activity? If yes, please describe.

I have reviewed the Code of Conduct with my immediate supervisor and confirm that I believe a potential conflict of interest does not exist.

Signature of employee

Date

Applicable Senior Manager

Date

**By signature you confirm that you or your designate have reviewed this request for a potential conflict, have discussed the potential for conflict with the Department of Human Resources and are recommending approval for the outside activity.*

This request for outside activities has been **approved**.

Deputy Head

Date