

NATO UNCLASSIFIED

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NSPA Integrity and Ethics Policy



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NSPA INTEGRITY AND ETHICS POLICY

1. REFERENCES

- A. NATO Civilian Personnel Regulations (NCPRs)
- B. C-M(2010)0016, NATO Code of Conduct
- C. OI 4400-05 NSPA Policy against Inappropriate Behaviour
- D. NSPO Regulation 4200
- E. OI 4600-15 NSPA Internet and Information Services Acceptable Use Policy
- F. OI 4600-22 NSPA Fraud Management Policy

2. PURPOSE

2.1 The purpose of this Instruction is to guide and assist all personnel working for the NATO Support and Procurement Agency (NSPA) in understanding and applying the values, ethical conduct and behaviour expected from them in their professional activities by raising awareness and sensitivity to ethical issues they may face in the performance of their duties with NSPA. It is based on the Agency's values that express its ambition and how it aims to perform as a world-class organisation. These are **Responsiveness, Effectiveness, Efficiency, Transparency** and **Excellence**. The Agency's focus is centred on Customer Satisfaction, Professionalism and Compliance. Our main assets are our people, their professional skills and their teamwork. All members of the NSPA shall fully comply with this Instruction. The conduct of staff members with managerial responsibilities should especially serve as an example for the NSPA personnel as a whole.

2.2 This Instruction is first and foremost a guide to assist NSPA personnel in identifying and appropriately dealing with ethical issues.

3. APPLICABILITY

Unless expressly provided in the provisions below, all provisions of this Operating Instruction are applicable to all NSPA personnel, including international civilian staff members, seconded staff, temporary personnel, consultants, volunteers, interns and former or retired staff.

4. GENERAL ETHICAL PRINCIPLES

4.1 The NSPA workforce is its most valuable resource. This Integrity & Ethics Policy requires that all NSPA personnel treat each other and others with respect and perform their duties in such a manner that will bear the closest public scrutiny, act in an ethical manner and avoid any potential or real conflict of interest. These obligations are an important element of the overall framework within which all NSPA personnel are expected to work. All NSPA personnel shall at all times uphold the highest standards of integrity, impartiality, loyalty, accountability and professionalism. They shall refrain from any action that is unbecoming the status of international public servants.

4.2 NSPA personnel shall uphold and respect the five core values outlined in the NATO Code of Conduct. These core values are:

(a) Integrity: integrity entails that all NSPA personnel shall maintain the highest code of professional and personal conduct in order to uphold the trust and confidence of the citizens of all NATO member states. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty, truthfulness in all matters affecting the work and status of all NSPA personnel. In practice, this means that:

- All NSPA personnel shall be honest and truthful in their dealings; fully presenting all facts in an unbiased and clear manner;
- All NSPA personnel shall avoid situations that might result in real, perceived, or potential conflicts of interest;
- All NSPA personnel shall take prompt action to remove themselves from situations where apparent or real conflicts of interest may arise or have arisen;
- All NSPA personnel shall exercise utmost discretion with regard to all matters of official business and preserve the confidentiality of information that has not been made public and that is known to them by reason of their official position;
- All NSPA personnel shall avoid actions that could be perceived as an abuse of the privileges and immunities conferred on the Organization and its staff.

(b) Impartiality: NSPA personnel shall make decisions based solely on the best interests of NSPA and NATO. In practice, this means that:

- NSPA personnel shall maintain their objectivity and independence in their professional dealings, striving to be fair, just, and equitable in all their activities;
- NSPA personnel shall keep an international outlook and base their recommendations and decisions on what is best for NATO as a whole, rather than the views or interests of their own, or any particular nation or nations;
- NSPA personnel shall not accept gifts if this could compromise their impartiality or give rise to the perception of a lack of impartiality in the conduct of their official duties;
- NSPA personnel shall not engage in outside employment or other off-duty activities that might conflict with or otherwise call into question the performance of their official duties, unless specifically authorized (NCPR Art. 12.2.1);
- NSPA personnel shall not use their NATO position to unfairly secure future employment for themselves and for their family members and shall not use privileged information to gain unfair advantage after their NATO employment.

(c) Loyalty: NSPA personnel support the role of NATO, the principle of unity upon which it was founded, and the current and future challenges it faces. NSPA

personnel are international civil servants. Their responsibilities are not national but exclusively international. In practice, this means that:

- Loyalty to the aims, principles and purposes of NATO, as set forth in the North Atlantic Treaty, is a fundamental obligation of all NSPA personnel by virtue of their status;
- In the performance of their duties, NSPA personnel shall neither seek nor accept instructions from any Government or from any other source external to NSPA;
- While NSPA personnel's personal views and convictions, including their political and religious convictions, remain inviolable, they shall ensure that those views and convictions do not adversely affect their official duties or the interests of NSPA;
- NSPA personnel remain focused on the goals and objectives of the Alliance;
- NSPA personnel strive to make a personal contribution to NATO's success and foster a culture of results across the Alliance;
- NSPA personnel always put the interests of the organization above their own and that of their individual nations;

(d) Accountability: NSPA personnel are responsible and accountable for their actions and decisions, or failure to act, and accept the consequences thereof. In practice this means that:

- Unless the nature of specific activities requires otherwise, NSPA personnel shall ensure full transparency on their actions and decisions;
- NSPA personnel shall take full responsibility for their actions and take prompt measures to resolve or correct any errors or omissions that the NSPA may make;
- NSPA personnel are mindful of the consequences of their action and decisions before they take them;
- NSPA personnel shall remain vigilant and report to their management any fraud, waste, and abuse that may occur within the organization and address them appropriately;
- NSPA personnel shall avoid any action that could lead to damage or risk to NSPA and NATO or their Communications and Information Systems (CIS) or inappropriate disclosure of NSPA /NATO information;
- NSPA personnel have the duty to report any breach of the Organization's regulations and rules to the officials whose responsibility it is to take appropriate action;

- NSPA personnel shall use the property, assets and communications and information systems for official purposes and shall exercise reasonable care when using such property, assets and systems.

(e) Professionalism: NSPA personnel are professionals entrusted to carry out their duties to the utmost of their abilities for the common good. In practice this means that:

- NSPA personnel shall uphold and respect the faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, NSPA personnel shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.
- NSPA personnel shall put forth their best efforts in the daily performance of their duties;
- NSPA personnel shall maintain the highest level of competence in their assigned areas and strive for continuous improvement of their knowledge, skills, and abilities;
- NSPA personnel shall use property and assets of NATO and NSPA for official purposes only and shall exercise reasonable care when utilizing such property and assets;
- NSPA personnel shall participate in maintaining the safety and security of the workplace;
- NSPA personnel shall take into consideration the effects of their work on their workplace and environment;
- NSPA personnel having supervisory functions shall provide fair leadership and take responsibility for the actions or inactions of their subordinates, ensuring they provide NATO with the best possible service by encouraging and rewarding those who perform well, while addressing deficiencies with those who fail to perform. They shall promote and support the principles set out in this Instruction, leading by example;
- NSPA personnel shall uphold the highest standards of competence, diligence and integrity;
- NSPA personnel shall contribute to the development and maintenance of a positive team spirit.

5. EQUAL TREATMENT AND NON-DISCRIMINATION.

5.1 NSPA personnel shall treat all persons with whom they come into contact in the course of their duties, with respect and courtesy at all times. They shall not discriminate against others on the grounds of gender, racial, ethnic or national origin, religion or belief, disability, age or sexual orientation. They have the right to expect similar treatment from other members of the staff.

5.2 NSPA personnel should not tolerate any form of inappropriate behaviour. More specifically, NSPA personnel members shall foster an environment free of hostility and respect the values and cultural sensitivities of all groups within NATO.

5.3 NSPA personnel who consider that they are victims of inappropriate behaviour are encouraged, whenever possible, to address their concerns directly with the alleged offender and to try to resolve the problem as early as possible at the lowest possible level before initiating any form of formal procedure. All reported cases shall be appropriately investigated. NSPA personnel shall not suffer reprisal or retaliation for preventing or reporting inappropriate behaviour.

5.4 Further instructions and procedures are contained in Operating Instruction 4400-05, NSPA Policy against Inappropriate Behaviour.

6. USE OF NSPA RESOURCES AND SAFETY

6.1 NSPA resources include, but are not limited to, NSPA, NATO and third-party funds, property, personnel, time, information and services. With a view to optimizing the use of official resources, NSPA personnel shall take all reasonable and appropriate measures to limit costs and expenses wherever possible.

6.2 NSPA personnel shall respect and protect NSPA's resources and not to allow third parties to make use of NSPA services, information, personnel, equipment and/or facilities. Resources provided to staff members by NSPA, whatever their nature, are for official use only.

6.3 Purchase of Communication and Information Systems (CIS) and other equipment (e.g. computers, telephones) assigned to NSPA personnel for the fulfilment of their duties on Programme/project funds requires the express authorization of the funding authority. Such equipment shall be properly inventoried, and may be used only for the purpose and the duration of the project concerned. Upon completion of the project, this equipment shall be handled in accordance with the instructions received upon project closure or returned to the NSPA custodian. Any loss of NSPA Communication and Information Technology (CIT) equipment must be reported to AS (Security Office) and IT immediately.

6.4 NSPA personnel shall ensure that any NSPA/NATO resources assigned to them are maintained in good condition. NSPA personnel shall comply with any applicable internal policies and procedures when using NSPA resources. NSPA personnel shall conduct themselves in a safe and vigilant manner. NSPA personnel shall take actions to correct any observed unsafe or potentially unsafe situation encountered in the performance of their duties and if necessary to report to the Health & Safety Officer, depending upon the degree of urgency involved.

7. INTELLECTUAL PROPERTY

7.1 The intellectual property rights on all work products created by NSPA personnel as part of their employment with NSPA or using NSPA resources belong exclusively to and remain with NSPA.

7.2 All NSPA personnel shall inform their line management of intellectual property created as part of their employment with NSPA or using NSPA resources.

8. CONFIDENTIALITY

8.1 NSPA personnel shall exercise utmost discretion in all matters of official business and in giving information on matters related to the aims and activities of the NSPA and NATO.

8.2 NSPA personnel shall maintain confidentiality of all sensitive, proprietary, confidential or classified information entrusted to them and shall comply with relevant security procedures and confidentiality agreements applicable to the information with which they are entrusted.

8.3 NSPA personnel involved in source selection, technical or commercial evaluation or any other aspect of the procurement/contracting process shall maintain the confidentiality of any proprietary and/or commercial information, as also further specified in paragraph 13.

8.4 NSPA personnel shall maintain confidentiality in respect to the proper treatment of personal data, e.g. when serving in the HR Division or as a member on a selection committee.

9. CONTACTS WITH THE MEDIA

9.1 NSPA personnel shall not, except in the normal course of official duties and with prior approval of the General Manager, issue statements to the press, radio, television, online platforms or other public information agencies. If any inadvertent contact with media does occur and staff are asked about their employment, they shall refer the media query to the NSPA Public Affairs Officer for follow up.

9.2 When providing any information to the media and third parties in general, staff members shall consider the sensitivity of NSPA's activities and abstain from divulging any information which could threaten the reputation of NATO, the personal security of staff members of NATO nations and the operational security of any NATO troops. This type of information could include descriptions of the capabilities developed or procured by NSPA for NATO and its member nations.

9.3 In order to protect the safety of NSPA staff members and NATO personnel, staff members shall refrain from releasing on the Internet or any other publicly accessible media (i) photographs taken in NATO / governmental / military facilities and NATO operations;

(ii) photographs of military equipment and vehicles; and

(iii) photographs of NATO staff and/or members of the military while on duty.

10. USE OF SOCIAL MEDIA AND INTERNET

10.1 Participation in social networking can benefit NSPA personnel through the exchange of ideas and information. However while social networks may be useful, NSPA personnel should be aware of risk and threats associated with the use of Social Media. Therefore, NSPA personnel shall read and apply the NSPA Internet and Information Services Acceptable Use Policy as detailed in reference E, Annex 3.

10.2 NSPA personnel must comply with all applicable NSPA and NATO Security and Information Management policies and directives on the use of IT equipment, Internet and social media and networking. In particular, they shall refrain from:

- Releasing or disclosing classified or sensitive information, as well as any information that may not be considered as suitable for public disclosure. This includes the organization chart and roster of the NSPA, photographs of NSPA/NATO staff and NATO troops on duty, military equipment and military facilities;
- Creating IT security problems to NATO, e.g. allow the compromise of NATO CIS, illegitimate access to them, or damage to them;
- Drawing attention to potential NATO targets from hostile services (e.g. posting detailed information regarding the division in which they work and the nature of their duties);
- Making posts or otherwise engaging in actions that reflect poorly on the NSPA and NATO (e.g. posting obscene or inflammatory material);
- Creating the impression that their private comments reflect NATO policy. On this specific issue, if the subject matter is in relation to official activities, the following disclaimer, which must be prominently displayed, must follow the post: "The views, thoughts, and opinions offered are personal and do not represent endorsed or official policy." The only exception to this is if NSPA personnel have express authorization to post in an official capacity for the organization.

11. RELATIONS WITH THE PUBLIC

NSPA personnel shall always act in a way that is professional and that protects the NSPA's image and reputation. Therefore, staff members shall refrain from airing personal grievances regarding NSPA/NATO or criticize NSPA/NATO in public and/or with colleagues of other NATO Organizations.

12. CONFLICTS OF INTEREST

12.1 A conflict of interest occurs when, by act or omission, an individual's personal or private interests interfere with the performance of his or her official duties or with the individual's status as an international public servant. Private or personal interest means any potential advantage for the staff member, his/her family; his/her other relatives or his/her circle of friends and acquaintances.

12.2 NSPA personnel must avoid any conflict of interest. When an actual or possible conflict of interest arises, the member of personnel shall disclose the conflict to the Head of the Agency. Any actual or possible conflict of interest shall be resolved in favour of the interests of the Organization.

12.3 Apart from symbolic gifts or tokens of small value (e.g. pens, note pads, key rings, souvenir coins, etc.) which are received on an occasional basis and which do not exceed a value of 30 EUR, members of the staff shall not accept gifts in cash or kind, or favours of any sort, from any external source or from commercial firms or individuals doing or seeking business with or profit from the Organization. NSPA personnel shall report to the Competition Advocate through their line manager any honour, decoration, gift, remuneration or favour offered from a Government or any source having or seeking to have any type of contractual relationship with NATO or NSPA exceeding 30 EUR. The form at Annex 4 is to be used for reporting.

12.4 Members of the staff shall not accept any honour, decoration, favour or reward arising out of service with the Organization nor shall they accept any emoluments from any government without first having obtained the consent of the General Manager.

12.5 NSPA personnel shall not use their position with the Agency or information gained therefrom for personal advantage.

12.6 Should NSPA determine that any commercial entity has attempted to unduly influence any NSPA employee through provision of gratuities as detailed herein, NSPA reserves the right to take appropriate action to remove that entity from further consideration for contract awards.

12.7 In the event that NSPA personnel or a close relative, as defined in reference A, is seeking employment or business with a commercial company with whom the NSPA personnel concerned is dealing in his/her official capacity, the NSPA personnel concerned shall immediately disclose the matter to his/her line manager. The NSPA personnel shall further disqualify himself/herself from any further dealings with the company in question until such time that the General Manager or his authorized delegate deems appropriate.

12.8 Any NSPA personnel who considers that he/she might be in a position of actual or potential conflict of interest is required to disclose the matter promptly and in full to his/her superior and to seek the latter's views on whether he/she should withdraw from the situation that is creating the conflict or the appearance of conflict.

12.9 NSPA personnel may not become candidates for or hold a public office of a political character or engage in any outside occupation or hold any outside office which, in the opinion of the General Manager, or his authorized representative, is incompatible with the proper discharge of their duties with NSPA. All requests for such activity or employment must be approved in writing. See Annex 1.

13. PROCUREMENT INTEGRITY

13.1 NSPA personnel shall maintain unquestionable integrity and impartiality in relation to procurements initiated by the NSPA.

13.2 NSPA personnel shall not disclose any proprietary or contract related information regarding procurement directly or indirectly to any person other than a person authorized by

the NSPA to receive such information. During on-going solicitation, NSPA personnel shall not disclose any information on the selection procedure unless authorized by the Chairman of the award committee/board.

13.3 NSPA personnel shall not participate in evaluation of proposals submitted by a friend, family member, a relative, or by a business concern owned, substantially owned, or controlled by him/her or by a friend, family member or a relative.

13.4 All NSPA Personnel involved in the evaluation of proposals for award of a contract shall sign a Non-Disclosure Agreement (Annex 2) and a Financial Disclosure Statement (Annex 3) regarding financial interest in any company submitting a proposal and an affidavit of impartiality .

13.5 Contractors and consultants shall not be allowed to participate in the drafting of the statement of work or in the source selection process unless they and their company/employer will be excluded from competition of the related contract and have executed the required certification detailed in paragraph 13.4 above. The same shall apply to contractors and consultants involved in the definition and development of requirements.

13.6 All solicitations and contracts issued by NSPA shall include provisions requiring that Contractors as well as their employees who do business or seek to do business with the NSPA act consistently with the provisions of this Instruction. This provision shall further require that contractors flow down this requirement to any subcontractor. Additionally, the clause at paragraph 16.4 below shall be included in all NSPA solicitations and contracts over Financial Level C

13.7 NSPA personnel involved in drafting RFPs and Contracts (including Statements of Work) shall ensure all relevant documents include specific and coherent Statements of Work, providing precise description of the requirements of the contract, and the criteria to be used to assess successful completion of these requirements.

13.8 NSPA personnel shall not enter into commitments in the name of NSPA or NATO unless specifically authorized. NSPA personnel must abstain from making promises or commitment to award or amend a contract or otherwise create the appearance of a commitment from the NSPA unless properly authorized by the NSPA.

13.9 NSPA personnel shall not endorse directly or indirectly products from industry. Therefore, NSPA personnel shall not name or make statements endorsing or appearing to endorse products of specific companies.

14. INDUSTRY INITIATIVES

14.1 Industry initiatives may include loans, displays, tests or evaluation of equipment and software, requesting NSPA speakers at industry gatherings and conferences, inviting speakers from industry to NSPA events, consultancy or studies of technical or organizational issues, etc. These initiatives are usually at no cost to the NSPA and take place at a pre-contractual phase or before the development of requirements and specifications. While there are benefits associated with the early involvement of industry in the definition of requirements and specifications, this also raises the potential for unfair treatment of potential competitors.

14.2 Industry initiatives which go beyond routine interaction in connection with on-going contracts shall be reported to the Competition Advocate through the line management of the

NSPA personnel concerned. The Competition Advocate shall have the authority to determine whether NSPA personnel's participation in such initiatives should be authorized. Industry initiatives shall be properly documented and governed by written agreements between the NSPA and the company concerned where relevant. Such agreements may contain provisions describing the nature of the initiative, the non-disclosure of NSPA /NATO information, NSPA ownership of any resulting work, the NSPA's right to release such work product to future competitors for any follow-on competition or contract, the requirement that any studies must provide non-proprietary solutions and/or an acknowledgement that the participating companies shall not receive any preferential treatment in the contracting process.

14.3 Any authorized industry initiative must be conducted in such a way that it does not confer an unfair advantage to the industry concerned or create competitive hurdles for potential competitors.

15. RECRUITMENT AND PERSONNEL ACTIONS

15.1 Human Resources Management decisions shall be impartial and based exclusively on the interests of NSPA. This includes recruitment, payment of benefits and entitlements, evaluations, awards, TDY and training.

15.2 NSPA Personnel shall not tailor Position Descriptions and related documents to favour or disadvantage specific candidates.

15.3 NSPA personnel shall not serve as members of a Selection Committee if any of the candidates are relatives or close acquaintances or if there is a real or apparent conflict of interest.

15.4 NSPA personnel involved in the recruitment process shall maintain confidentiality in respect of all information provided to them as part of the selection process. They shall only use this information for the purpose of the selection process.

15.5 NSPA personnel not involved in the selection process shall not influence or attempt to influence the selection process by contacting members of the selection committees. Selection must remain impartial and be based only on the merits of the candidates.

15.6 Information and materials used during the recruitment process are for internal recruitment purposes only and shall not be released to applicants, staff members or any third party. This information includes but not limited to candidate files, oral and written questions and answers, ranking criteria and Selection Committee reports.

16. POST EMPLOYMENT MEASURES

16.1 In order to preserve public confidence in and the integrity of NSPA activities with commercial entities, the post-employment restrictions set out in paragraph 16.2 shall apply to NSPA staff members. For the purposes of this provision, commercial entities are companies that do business or seek to do business with NSPA.

16.2 Before accepting employment with a commercial entity within two years after separating from service, former NSPA staff members shall inform the General Manager or his authorized representative of their intention.

16.3 NSPA shall have no direct business interactions with former NSPA staff members for a period of two years after their separation from service unless the staff member can demonstrate that he/she was not personally and substantially involved with the commercial entity when employed by the NSPA.

16.4 The following clause shall be included in any NSPA Requests for Proposals: "Any bidder who proposes to employ former NSPA staff member(s) in the performance of this contract shall specifically identify the individual(s) and the position for which they will be hired. If NSPA determines that the former NSPA staff members will be employed in supporting a requirement for which they were personally and substantially involved while a NSPA employee, the bidder's proposal may be removed from further consideration for award. Failure to disclose such employment shall result in the immediate removal of the bidder's proposal from further consideration for award. This restriction shall be in effect for a period of two years after the former NSPA employee concludes their employment with the Agency, unless authorized in writing by the NSPA General Manager or his authorized representative."

17. ACKNOWLEDGEMENT AND ENFORCEMENT

17.1 On accepting their appointment with the Agency, NSPA personnel shall sign the loyalty declaration and the Certificate of Acknowledgement of Responsibilities, which shall become part of their personnel file. It is the responsibility of all NSPA personnel to ensure that the NSPA maintains its reputation as a fair, just and ethical organization. The proper implementation of this Integrity & Ethics Policy depends primarily on the professionalism, conscience and common sense of NSPA personnel.

17.2 A violation of this Integrity & Ethics Policy could seriously harm the reputation of NSPA, NATO and its personnel. Consequently, such a violation may result in administrative, disciplinary or other actions.

17.3 In order to ensure maximum awareness of this policy, and of the importance NSPA places upon the strict adherence to it, all briefings to Industry shall, and other presentations to external sources should, include a reference to this OI, including at a minimum, the policies relating to gratuities, procurement integrity, industry initiatives and post-employment measures.

18. REPORTING

18.1 NSPA personnel shall report any suspected infringements of this Instruction to the Competition Advocate either directly or through his/her line manager. The Competition Advocate shall report to the General Manager any issues arising from this OI on a quarterly basis.

18.2 NSPA personnel who report violations shall be protected against retaliation and reprisal as outlined in Ref.C.

Peter Dohmen
General Manager

ANNEX 1 - REQUEST FOR OUTSIDE OCCUPATION

Step I: Please provide details and pass on for approval by the HR Executive

Name: _____

POD: _____

Grade: _____

1. What is the purpose and context of the contemplated outside occupation?
2. Give the name, location and describe the main activity of the company / institution offering to hire your services.
3. Give a description of the weekly or monthly time you would expect to spend on this outside occupation.
4. Explain how you plan to balance your outside occupation with your NSPA work (e.g., at night, during the weekend, during leaves, etc.).
5. Certifications
 - I certify that in the performance of this outside occupation, I will not use any NSPA resources (e.g., time, computers, office supplies) or work products created by NSPA staff members;
 - I certify that I will not use my official position with NSPA/NATO, or information gained from it, for the gain of my secondary employer;
 - I certify that my secondary employer will not do business with the NSPA or any other NATO body;
 - I certify that I would immediately inform the NSPA in case I would identify a possible conflict of interest between my outside occupation and my NSPA employment.

Signature: _____

Date: _____

Copied to: Line Manager/Director (as appropriate) _____

Step II: Forward to the HR Executive

Approved/Rejected: _____

NSPA HR Executive

Step III: To be inserted in the personnel file in HR

ANNEX 2 – NON-DISCLOSURE AGREEMENT

I, (insert full names)

an employee of NSPA/ Consultant for NSPA/ Other (detail) _____
assigned to carry out work in connection with the evaluation of NSPA RFP Number _____
_____ hereby undertake as follows:

1. Not to copy or reproduce or permit the copying or reproduction of any drawings, books, manuals, documents, literature, records, or other information or material which is not publicly available (together called "the Material") obtained from NSPA other than for use in connection with the evaluation of the aforementioned RFP. I further undertake not to provide or disclose or permit the provision or disclosure orally or otherwise, either directly or indirectly of any of the Material or any copy, summary or extract thereof to any third party other than members of the Technical Evaluation or Source Selection Panel who are assigned to carry out work in connection with the RFP, who have a need to know and who have also signed a Non-Disclosure Agreement.
2. Upon completion of the evaluation or upon termination for any reason of my involvement with this evaluation, to return to the Contracting Officer the Material including any copies or reproductions thereof in my possession at the time of such termination.
3. Not to use or to divulge or communicate either directly or indirectly to any third party any other information whether written or oral acquired during the course of the Evaluation, except with the prior written consent of the NSPA Contracting Officer.

Signed _____

Date _____

Witness _____

(Cognizant NSPA Contracting Officer or Branch Chief)

**ANNEX 3 - FINANCIAL DISCLOSURE STATEMENT AND AFFIDAVIT OF
IMPARTIALITY**

I, (insert full names)

an employee of NSPA/ Consultant for NSPA/ Other (detail) _____
assigned to carry out work in connection with the evaluation of NSPA RFP Number _____
_____ hereby certify, having received and seen the list of companies
admitted to this procedure, as follows:

- I have [*provide details*] / do not have a close relative who works for a company or a subcontractor competing under this requirement.
- Neither I nor any close relative of mine has any financial interest in any company involved in competing for this requirement.
- I hereby attest that I will conduct this evaluation in accordance with the criteria set forth in the RFP/source selection plan and will do so fairly and impartially.

Signed _____

Date _____

Witness _____

(Cognizant NSPA Contracting Officer or Branch Chief)

ANNEX 4 - GRATUITIES REGISTER

This form is used to record all gratuities that have been offered to staff as per paragraph 12.

To be completed by the staff offered the gratuity

Description of the gratuity (include the approximate value, if possible):		
Details of the donor (name, location, date):		
Explain the personal or service-related reasons for accepting the gratuity:		
Details of the person accepting the gratuity:	Name and position:	Signature:
		Date:

To be completed by the Office of the Competition Advocate

The recipient is authorised to accept the gratuity:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If applicable, the recipient is authorised to retain the gratuity	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Final destination of the gratuity if the recipient is not authorised to retain the gratuity, e.g. retention by the Agency		
Donor to be informed:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Deciding authority (name, position and date):	Name and position:	Signature:
		Date: