



June 21, 2012

Mr. Alex Wu

S22

Dear Alex:

Re: Summer Intern, Youth Employment Program Level 2  
Minister of State for Multiculturalism's Office, Victoria

I am pleased to offer you the above-noted appointment. Your salary upon appointment will be \$1,128.48 bi-weekly. This appointment is effective on July 3, 2012. The term of your employment is limited to August 31, 2012, however, as employment is dependent on work requirements and salary funds being available, this date may change. If the end date of your employment changes, you will be notified as soon as possible.

Your supervisor will be Mike Lee, Executive Assistant to the Minister of State for Multiculturalism.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them. If you have any questions, please let me know.

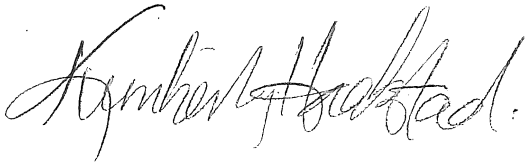
As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. You will be given this form to complete and return to this office for processing. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the Minister's office, you will be required to notify your supervisor in the event that you are arrested, charged or convicted of any criminal offence.

.... /2

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents will be given to you for completion as quickly as possible after your start date to ensure timely payroll processing. The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.


Please confirm your acceptance of this offer by signing below and returning the original to Michelle Leamy, Director of Executive Operations.

Yours truly,



Kim Haakstad  
Deputy Chief of Staff, Operations  
Office of the Premier

pc: Michelle Leamy, Director of Executive Operations

I accept  Date: July 3, 2012

I decline \_\_\_\_\_ Date: \_\_\_\_\_

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**


**Form of oath**

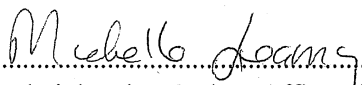
- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Alex Wu, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
  - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
  - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
  - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 10 day of July, 2012.

  
.....  
Person giving Oath or Affirmation

  
.....  
Person administering Oath or Affirmation

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

The **Standards of Conduct Policy** for BC Public Service employees can be read online and downloaded in printable format.

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Some of the principles described in the policy statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.

  
\_\_\_\_\_  
Signature

Alex Wu  
\_\_\_\_\_  
Name

July 03, 2012  
\_\_\_\_\_  
Date

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Alex Wu, have received  
a copy of the Standards of Conduct and Chapter 12, Core Policy and  
Procedures Manual and understand my responsibilities regarding the  
appropriate use of government information and communications  
technology.

  
Employee Signature

July 3, 2012  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



May 22, 2012

Mr. Ross Hansen

S22

Dear Ross:

Re: Summer Intern, Youth Employment Program Level 2  
Minister of Justice's Office, Victoria

I am pleased to offer you the above-noted appointment. Your salary upon appointment will be \$1,128.48 bi-weekly. This appointment is effective on May 28, 2012. The term of your employment is limited to August 31, 2012, however, as employment is dependent on work requirements and salary funds being available, this date may change. If the end date of your employment changes, you will be notified as soon as possible.

Your supervisor will be Lindsay Coburn, Ministerial Assistant to the Minister of Justice.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them. If you have any questions, please let me know.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. You will be given this form to complete and return to this office for processing. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the Minister's Office, you will be required to notify your supervisor in the event that you are arrested, charged or convicted of any criminal offence.

.... /2

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents will be given to you for completion as quickly as possible after your start date to ensure timely payroll processing. The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.

Please confirm your acceptance of this offer by signing below and returning the original to Michelle Leamy, Director of Executive Operations.

Yours truly,



Kim Haakstad  
Deputy Chief of Staff, Operations  
Office of the Premier

pc: Michelle Leamy, Director of Executive Operations

I accept



Date: May 28, 2012

I decline

Date: \_\_\_\_\_

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**

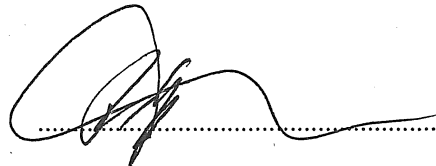
**Form of oath**

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Ross Hansen [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
  - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
  - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
  - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn Affirmed [circle one] by me, at Victoria, this 28<sup>th</sup> day of May, 2012.



Person giving Oath or Affirmation

Michelle Logan  
Person administering Oath or Affirmation

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]



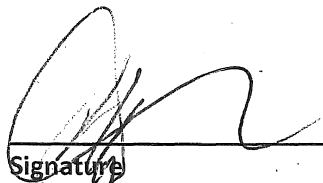
The **Standards of Conduct Policy** for BC Public Service employees can be read [online](#) and downloaded in [printable format](#).

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Some of the principles described in the policy statement are reflected in the [Oath of Employment](#) taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to [MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.



Signature

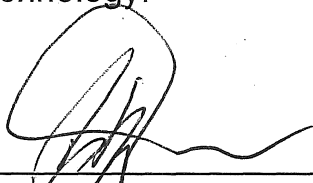
Ross Hansen  
Name

May 28, 2012  
Date

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Ross Hansen, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.

  
\_\_\_\_\_  
Employee Signature

May 28, 2012  
\_\_\_\_\_  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



June 7, 2012

Mr. Derek Robertson

S22

Dear Derek:

Re: Summer Intern, Youth Employment Program Level 2  
Minister of Environment's Office, Victoria

I am pleased to offer you the above-noted appointment. Your salary upon appointment will be \$1,128.48 bi-weekly. This appointment is effective on June 11, 2012. The term of your employment is limited to August 31, 2012, however, as employment is dependent on work requirements and salary funds being available, this date may change. If the end date of your employment changes, you will be notified as soon as possible.

Your supervisor will be Kiel Giddens, Ministerial Assistant to the Minister of Environment.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them. If you have any questions, please let me know.

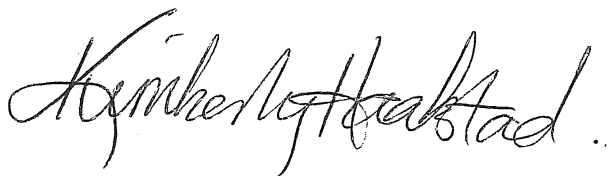
As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. You will be given this form to complete and return to this office for processing. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the Minister's office, you will be required to notify your supervisor in the event that you are arrested, charged or convicted of any criminal offence.

.... /2

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents will be given to you for completion as quickly as possible after your start date to ensure timely payroll processing. The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.


Please confirm your acceptance of this offer by signing below and returning the original to Michelle Leamy, Director of Executive Operations.

Yours truly,



Kim Haakstad  
Deputy Chief of Staff, Operations  
Office of the Premier

pc: Michelle Leamy, Director of Executive Operations

I accept  Date: June 11, 2012

I decline \_\_\_\_\_ Date: \_\_\_\_\_

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**

**Form of oath**

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Derek Robertson [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
  - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
  - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
  - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 11 day of JUNE, 2012

Derek Robertson

Person giving Oath or Affirmation

Michelle Doan

Person administering Oath or Affirmation

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

The **Standards of Conduct Policy** for BC Public Service employees can be read online and downloaded in printable format.

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Some of the principles described in the policy statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.



Signature

Derek Robertson

Name

06/11/12

Date

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Depek Robertson, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.

Depek Robertson  
Employee Signature

06/12/12  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



June 21, 2012

Ms. Amani Saini

S22

Dear Amani:

Re: Summer Intern, Youth Employment Program Level 2  
Minister of Health's Office, Victoria

I am pleased to offer you the above-noted appointment. Your salary upon appointment will be \$1,128.48 bi-weekly. This appointment is effective on June 25, 2012. The term of your employment is limited to August 31, 2012, however, as employment is dependent on work requirements and salary funds being available, this date may change. If the end date of your employment changes, you will be notified as soon as possible.

Your supervisor will be Richard Maksymetz, Ministerial Assistant to the Minister of Health.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them. If you have any questions, please let me know.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. You will be given this form to complete and return to this office for processing. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the Minister's office, you will be required to notify your supervisor in the event that you are arrested, charged or convicted of any criminal offence.

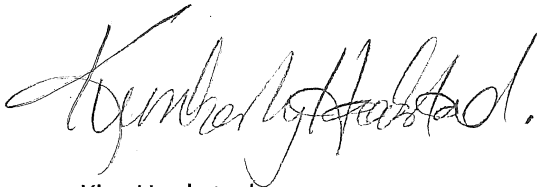
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As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents will be given to you for completion as quickly as possible after your start date to ensure timely payroll processing. The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.


Please confirm your acceptance of this offer by signing below and returning the original to Michelle Leamy, Director of Executive Operations.

Yours truly,



Kim Haakstad  
Deputy Chief of Staff, Operations  
Office of the Premier

pc: Michelle Leamy, Director of Executive Operations

I accept  Date: June 25, 2012

I decline \_\_\_\_\_ Date: \_\_\_\_\_

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**

**Form of oath**

- 1** The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Amani Saini, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
  - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
  - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
  - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 25 day of June, 2012

Amani Saini

Person giving Oath or Affirmation

Michelle Lamy

Person administering Oath or Affirmation

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

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Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.

Amani Saini  
Signature

Amani Saini  
Name

June 25<sup>th</sup> 2012  
Date

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Amani Saini, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.

Amani Saini  
Employee Signature

June 25, 2012  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



May 30, 2012

Ms. Emily Phillips

S22

Dear Emily:

Re: Summer Intern, Youth Employment Program Level 2  
Minister of Transportation and Infrastructure's Office, Victoria

I am pleased to offer you the above-noted appointment. Your salary upon appointment will be \$1,128.48 bi-weekly. This appointment is effective on June 11, 2012. The term of your employment is limited to August 31, 2012, however, as employment is dependent on work requirements and salary funds being available, this date may change. If the end date of your employment changes, you will be notified as soon as possible.

Your supervisor will be Jay Denney, Ministerial Assistant to the Minister of Transportation and Infrastructure.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them. If you have any questions, please let me know.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. You will be given this form to complete and return to this office for processing. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the Minister's Office, you will be required to notify your supervisor in the event that you are arrested, charged or convicted of any criminal offence.

.... /2

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**

**Form of oath**

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

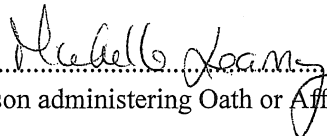
As a member of the British Columbia Public Service, I, Emily Phillips, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
  - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
  - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
  - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 8 day of June, 2012.



Person giving Oath or Affirmation



Person administering Oath or Affirmation

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

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Public Service employees who breach the Standards of Conduct may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.

  
\_\_\_\_\_  
Signature

Emily Phillips  
\_\_\_\_\_  
Name

June 6<sup>th</sup> 2012  
\_\_\_\_\_  
Date

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Emily Phillips, have received  
a copy of the Standards of Conduct and Chapter 12, Core Policy and  
Procedures Manual and understand my responsibilities regarding the  
appropriate use of government information and communications  
technology.

Emily Phillips  
Employee Signature

June 6<sup>th</sup> 2012  
Date

Pc: BCPSA HR Client Services for Employee Personnel File