

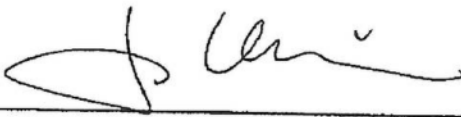
Privacy, Access and Records Management Refresher

I, BEN CHIN, confirm:
<print name>

- ☒ that I attended the "Privacy, Access and Records Management Refresher" facilitated by the Corporate Information and Records Management Office;
- ☒ that I understood the content of the training, and know that I have resources available to me in the event that I am not clear on my information management obligations; and
- ☒ that I will, in good faith and on the basis of reasonable belief, conduct myself in accordance with the laws, policies and best practices contained within this training.

May 3 2016

Date



Signature

Public Service Act
POLITICAL STAFF OATH REGULATION

Definition

- 1 In this regulation, "political staff member" means a person described in the Schedule to the Standards of Conduct for Political Staff Regulation

Form of oath

- 2 The prescribed form of oath for a political staff member for purposes of section 21 of the Public Service Act is as follows:

As an appointee under section 15(1) (a) of the *Public Service Act*, I, BEN CHIN, [appointee 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 Political Staff, 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) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Sworn/Affirmed circle one by me, at VICTORIA, this 16th day of MAY, 2014

Michelle Perry
Person administering Oath or Affirmation

[Signature]
Person giving Oath or Affirmation



Standards of Conduct for Political Staff Acknowledgement

The **Standards of Conduct for Political Staff** can be found [online and downloaded in printable format](#).

The objectives of this policy are to describe the standards of conduct expected of political staff and to define employer and staff responsibilities related to them. Some of the principles described in the policy are reflected in the Political Staff Oath taken by all political staff.

Staff who breach the Standards of Conduct for Political Staff 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 political staff. **Sign the statement at the bottom of this page and return it to the employer within ten working days.** Retain the attached policy for your records.

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

A handwritten signature in black ink, appearing to be "Ben Chin".

SIGNATURE

Ben Chin

NAME

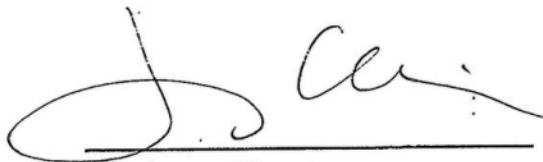
May 20 2014

DATE

Information and Communications Technology (ICT) Agreement

**Information Management and Information
Technology Management**

I, BEN CHIN, have received a copy of the
Standards of Conduct and the Policy Directive dated March 21, 2014 entitled
'Appropriate Use of Government Information and Information Technology
Resources' and understand my responsibilities regarding the appropriate use of
government information and communications technology.



Employee Signature

05/14/14
Date

pc: BCPSA HR Client Services for Employee Personnel File

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 024 , Approved and Ordered February 03, 2014


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to Order in Council 253/2013 is amended by adding the following appointment:

Column 1 Person	Column 2 Position	Column 3 Premier/Minister	Column 4 Remuneration
CHIN, Ben	Executive Director of Communications and Issues Management	Premier	Beginning at Step 1


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 253/2013

January 31, 2014

page 1 of 1

O/81/2014/33



Where ideas work

December 4, 2012.

File No.: 1385-20/Chin, Ben
s.22

Mr. Ben Chin
s.22

Dear Ben:

**Re: Order-In-Council Appointment
Director of Communications in the Office of the Premier**

I am pleased to confirm your appointment through Order-In-Council to the position of Director of Communications with the Premier's Office, effective December 3, 2012. Your salary will be \$4791.24 bi-weekly, which is \$125,000.00 annually.

You have been authorized to receive assistance toward relocation costs due to your move from Vernon to Victoria. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement."

The terms and conditions of your employment are equivalent to those established for Category C Employees. The terms and conditions of employment can be found at:

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-ffd7a99cb29

I wish you success in your appointment. Please call me if you have any questions.

Sincerely,

Marilee Hermiston
Human Resource Service Representative
BC Public Service Agency
(250) 371-4355

pc: Michelle Leamy, Director, Executive Operations

**Relocation Assistance and/or House Hunting Expense Report
and Assignment of Wages Agreement**

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

OR \$13268.16

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ 180 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.


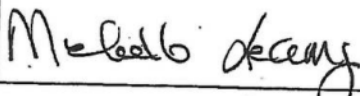
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15th day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date: <u>Dec 10 2012</u>	Employee's / New Appointee's Signature and Printed Name:  BEN CHIN
Date: <u>Dec 10/12</u>	Witness Signature and Printed Name:  Michelle Leung
Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.	
Note: Canada Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.	

pc. Financial Services and Administration Branch, Ministry of Finance
pc. BC Public Service Agency, HR Client Services, Personnel File

Public Service Act

PUBLIC SERVICE OATH REGULATION

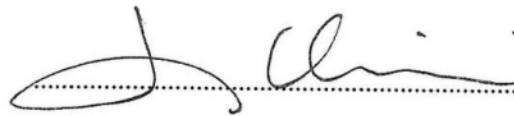
Form of oath

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

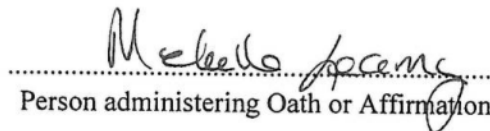
As a member of the British Columbia Public Service, I, BEN CHIN, [employee name] do solemnly swear/affirm [circle one] that I will

- 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 4th day of Dec, 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]

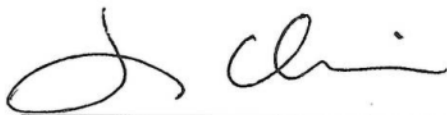
The **Standards of Conduct Policy** for BC Public Service employees can be read [online](#) and downloaded in [printable format](#).

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

BEN CHIN

Name

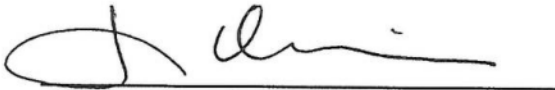
Dec 4 2012

Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Ben Chin, 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.



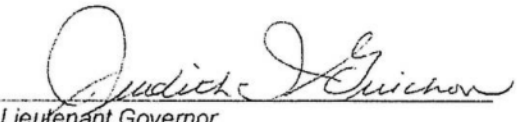
Employee Signature

Dec 4 2012
Date

Pc: BCPSA HR Client Services for Employee Personnel File

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL


Order in Council No. **854**, Approved and Ordered **DEC - 3 2012**


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to Order in Council 71/2011 is amended by adding the following appointments:

Column 1 Person	Column 2 Position	Column 3 Premier/Minister	Column 4 Remuneration
CHIN, Ben	Director of Communications	Premier	Beginning at Step 5
DAWSON, Ken	Director of Policy	Premier	Beginning at Step 1
KAY, Maclean	Communications Coordinator	Premier	Beginning at Step 4
CHALMERS, Jennifer	Manager of Operations	Premier	Beginning at Step 4


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 71/2011

November 30, 2012

RESUB/O/1127/2012/27

page 1 of 1



Personal and Confidential

November 28, 2012

Mr. Ben Chin
s.22

Dear Ben:

This letter confirms our intent to appoint you to the position of Director of Communications, Office of the Premier, effective December 3, 2012.

Your salary on appointment will be \$125,000.10 per annum. As discussed, you will be authorized to receive relocation assistance due to your move from Vernon to Victoria.

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.

Should you have any questions regarding the terms and conditions of employment or related matters, please contact Kim Haakstad or Michelle Leamy.

Congratulations on your appointment.

Yours truly,

A handwritten signature in black ink, appearing to be "Dan Doyle", with a long horizontal line extending to the right.

Dan Doyle
Chief of Staff, Office of Premier Christy Clark

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, November 28, 2012 12:17 PM
To: Hermiston, Marilee PSA:EX
Subject: Staff Changes

Hi Marilee:

Please be advised that Ben Chin is being appointed Director of Communications in the Premier's Office effective December 3, 2012. His remuneration will begin at Step 5.

Thanks.

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: February-04-14 11:23 AM
To: Hermiston, Marilee PSA:EX
Subject: Staff Changes
Attachments: 024-2014.pdf

Hi Marilee:

Ben Chin has been appointed Executive Director of Communications and Issues Management effective Monday, February 3, 2014. His remuneration continues at \$125,000 per annum.

Thanks.

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, May 30, 2014 10:51 AM
To: Hermiston, Marilee PSA:EX

Hi Marilee:

Please be advised that the remuneration for Ben Chin will be Band C, Step 4 effective today.

Thanks.

m