

ANNEXURE-01	NAFDAC-QMS-023-00	NAFDAC Confidentiality, No Conflict of Interest & Code of Conduct Agreement Form.
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This Agreement is signed between the Director General NAFDAC and each staff of NAFDAC.

I

_____ (Mr./Mrs./Miss/Dr./Prof.) a staff of National Agency for food and Drug Administration and Control (NAFDAC) hereby state that as part of this agreement, I am obligated to execute the “Confidentiality, No Conflict of Interest and Code of Conduct Agreement” for each client for whom I perform services in the cause of conducting my duties in NAFDAC.

I by my signature below, acknowledge that I understand and agree to the following terms and conditions of my access to the confidential information obtained or created during the performance of duties in _____ Unit/Directorate/Zone/State/ of NAFDAC.

1. All information obtained or created during the performance of my duties will be treated as confidential and will not be disclosed to any unauthorized person or entity. I understand and agree that my obligation to avoid such disclosure will continue even after my departure from the Agency.
2. When the Agency or myself as a NAFDAC personnel, is required by law or authorized by contractual agreements to release confidential information, the client or individual concerned shall be notified prior to the information being released.
3. I will treat all information about the client obtained from sources other than the client as confidential between the client and the Agency. The source of the information will be kept confidential and will not be shared with the client, unless agreed by the source. - The confidential information obtained or created during the performance of my duties will not be discussed or transmitted in public or in personal relationships.
4. I will not conduct non-NAFDAC business during work hours, or use NAFDAC facilities or equipment to conduct outside interests in business, unless prior approval has been obtained.
5. I will not solicit business on my own behalf (rather than the Agency) from a customer or compete with the Agency in the purchase, sale, or leasing of property or goods.
6. I will not have personal financial dealings with an individual or company that does business with the Agency which might influence decisions made on the Agency’s behalf. I will not allow association, family, or friends to influence business decisions to their benefit other than to the best interest of the Agency.
7. I understand that I am not allowed to have any direct or indirect professional relationship with a client, that is in conflict with NAFDAC regulations, policies and management.
8. I hereby declare that I do not have ownership or other interest (financial or in other forms) in any client and I am not employed by, or affiliated with, organizations whose products or services compete with NAFDAC’s products or services
9. I understand that any violation of this Agreement is enforceable by the Laws of the Federal Republic of Nigeria.

NAFDAC personnel failing to comply with this agreement can be investigated for violating this agreement. If objective evidence is found during an investigation that would jeopardize the trust, validity, integrity or unbiased authority of NAFDAC, the Agency may choose to subject the personnel to a range of disciplinary actions according to civil service rules which may include suspension or termination of appointment.

I understand that my obligations under this Agreement shall survive the termination of the Agreement.

Signature: _____

Name: _____

Directorate/Location/Unit: _____

Date: _____

Director(Name/Signature/Date): _____

DG-NAFDAC(Signature/date): _____