



Ministry
of Defence

Ministry of Defence
Main Building (06/K)
Whitehall
London SW1A 2HB
United Kingdom [REDACTED]

Telephone [MOD]: [REDACTED]

E-mail: [REDACTED]

19 November 2014

Dear, [REDACTED]

Thank you for your e-mail dated 21 October in which you requested the following information:

I am trying to obtain a copy of the MOD Personal Manual (Volume 7?) relating to:

Conduct: Standards and Matters of conscience, personal behaviour, political activities, outside interests and appointments, gifts rewards and hospitality, disclosure of information, complaints and grievance.

Please could you let me have a copy of this document or any similar document to this relating to business appointments and gifts for civilian employees of the MOD.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). A search for the information has now been completed within the Ministry of Defence. I can confirm that the department does hold an electronic copy of the MOD Personnel Manual Vol.7 in PDF format which is attached as requested

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>. I hope this information is helpful.

Yours sincerely,

Defence Personnel Secretariat