

Supply Chain Code of Ethics Policy

Category: Finance

Approval: PVP

Responsibility: AVP Finance, Director Strategic Procurement and Compliance

Date Approved: April 30, 2010; revised June 8, 2020; March 2025; June 23, 2025

(housekeeping)

Purpose/Reason for Policy:

To ensure that Trent University is an ethical, professional, and accountable member of the Broader Public Sector supply chain.

Definitions:

Procurement Services – provide services and support to both internal and external clients to make best value procurement decisions in a professional, ethical and transparent manner.

Supply Chain Activities – means all activities directly or indirectly related to the organization’s planning, sourcing, procurement, moving, and payment processes.

Policy Statement:

The Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics (Code) establishes that the conduct of all members of an organization involved in supply chain activities must be in accordance with the Code and its standards of practice and based on the principles of:

- **Accountability** – Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.
- **Transparency** - Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- **Value for Money** - Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- **Quality Service Delivery** - Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time, in the right place.
- **Process Standardization** - Standardized processes remove inefficiencies and create a level playing field.

Ethics Standards:

1. Personal Integrity and Professionalism

Individuals involved with supply chain activities must act, and be seen to act, with

integrity and professionalism. Honesty, care, and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and vendors. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient, and effective manner.

3. Compliance

Individuals involved in supply chain activities must comply with this Code of Ethics, the laws of Canada and Ontario, Trent Universities Policies and Procedures and contractual obligations.

4. Continuous Improvement

- a) Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices;
- b) Individuals should support collaborative procurements;
- c) Participants involved in supply chain activities for the University should consider accessibility, sustainability and social responsibility to promote inclusivity, environmental stewardship and ethical practices when procuring goods and services.

Employees should follow the guidelines set out below when applying these standards:

- a) Declaration of Interest - Any personal interest which may impinge or might reasonably be deemed by others to impinge on that employee's impartiality in any matter relevant to their duties should be declared to the University through that person's direct supervisor or, in the case of the President, to the Chair of the Board;
- b) Foster Competition - While considering the advantages to the University of maintaining a continuing relationship with a supplier, any arrangement which might, in the long term, prevent the effective operation of fair competition, should be avoided;
- c) Business Gifts - To preserve the image and integrity of both the Employee and the University, business gifts should be discouraged. Gifts, other than items of very small intrinsic value, should not be accepted (e.g. pens, calendars, mugs valued at less than \$25.00 are acceptable);
- d) Hospitality - Moderate hospitality is an accepted courtesy of a business relationship. However, recipients should not allow themselves to reach a position whereby they might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality;
- e) When in doubt of what is acceptable in terms of gifts or hospitality, the offer

should be declined, or advice sought from the employee's supervisor and / or the Procurement Office. Employees who fail to adhere to the Supply Chain Code of Ethics may be subject to disciplinary action.

Contact Officer:

Procurement Services

Date for Next Review:

March 2030

Related Policies, Procedures & Guidelines

- a) Procurement of Goods & Services Policy
- b) Conflict of Interest Policy
- c) Policy and Procedures for Contracts (signing of)
- d) Supplier Code of Conduct Policy