

Supply Chain Code of Ethics Policy

Category: Finance

Approval: PVP

Responsibility: AVP Finance, Purchasing Services

Date Last Approved: June 8, 2020

Purpose/Reason for Policy:

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

Definitions:

Accountability – accountable for the results of the University’s procurement decisions and the appropriateness of the processes.

Transparency – The University must be transparent to its stakeholders and ensure equal access to information on procurement activities, processes, and results.

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

Supply Chain Activities – including, but not limited to, procurement planning, purchasing, contracting, logistics and payment.

Policy Statement:

The Supply Chain Code of Ethics is based on the principles of:

- Accountability
- Professional and ethical conduct
- Procurement process that is fair and transparent
- Effective use of public funds

Ethics Standards:

1. Personal Integrity and Professionalism

As members of a publicly funded institution it is the responsibility of all University staff involved with purchasing activities or other supply chain related activities to act, and be seen to act, with integrity and professionalism. Purchasing practitioners are expected to:

(a) Maintain an unimpeachable standard of integrity in all business relationships.

Honesty, care and due diligence must be integral to all supply chain activities between the University, its suppliers and other stakeholders. Information provided in the course of a business relationship must be true, fair and not designed to mislead;

(b) Avoid activities 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;

- (c) Never use their authority or office for personal gain;
- (d) Safeguard confidential information; information received in the course of business should not be used for personal gain; respect must be shown for propriety or sensitive trade information which, if improperly used or disclosed, may result in undue economic harm or loss;
- (e) Demonstrate respect for each other and for the environment.

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. Procurement must be conducted in a manner that ensures 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 letter and the spirit of the laws of Canada and Ontario, Trent Universities Policies and Procedures and contractual obligations.

4. Continuous Improvement

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.

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 superior and / or the

Purchasing Office.

Contact Officer:

Purchasing Services

Date for Next Review:

February 2025

Related Policies, Procedures & Guidelines

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