

PUBLIC SECTOR PURCHASING CODE OF ETHICS

Background:

All individuals who undertake purchasing activities on behalf of the Division must do so with integrity, accountability, transparency and with the utmost consideration for the responsible spending of public dollars. The Division values ethical behaviour in all dealings with the public, suppliers and employees. All Division employees who, during the course of their duties, are involved in the process of acquiring goods and services shall perform their duties to the following standards.

Procedures:

Personal Integrity and Professionalism

1. All individuals involved with purchasing or other supply management activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply management activities within and between departments, suppliers and schools. Business must be conducted, with all current and prospective suppliers/vendors, in good faith.

Accountability and Transparency

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

Reasonable, Appropriate and Practical

3. All individuals involved in purchasing or other supply management activities must ensure all purchases are reasonable, appropriate and practical.
4. All individuals involved in purchasing or other supply management activities must ensure all purchases are considerate to the responsible spending of public dollars and ensure all business expenses are able to withstand the scrutiny of auditors and members of the general public. Good judgment means a purchase is not made even when it is not against the rules, but it may be perceived by a reasonable outsider as inappropriate.

Compliance

5. All individuals involved in purchasing or other supply management activities must ensure all purchasing activities are conducted according to Division policies, provincial and federal law, and respect the principles of ethical business practices as described in this Code of Ethics. Action or activities purposefully undertaken by an individual to circumvent [Administrative Procedure 514: Signing Authority](#), and any accompanying resources, will be reported to the Secretary-Treasurer, resulting in disciplinary actions and possible recommendation for termination.

Conflict of Interest

6. Any personal interest that may be reasonably deemed by others to impinge on an employee's impartiality in any matter relevant to their duties should be declared to their immediate supervisor. Employees are expected, in all regards, to conduct their duties with impartiality.
7. Employees are in conflict of interest if they take part in a decision knowing the decision might further a private interest of the employee.

Confidentiality and Accuracy of Information

8. The confidentiality of information received in the course of duty must be respected and should not be used for personal gain. Information given in the course of duty should be fair and not designed to mislead.

Business Gifts/Hospitality

9. Moderate hospitality is an accepted courtesy of a business relationship and includes the normal exchange of hospitality between persons doing business together. Business gifts, other than those with small intrinsic value, should not be accepted. Employees should not give the perception of being influenced in making a business decision as a result of accepting such hospitality. No employee shall permit any influence which could conflict with the best interest of the Division or prejudice the Division's reputation.

Reference: