

COCHRANE TEMISKAMING RESOURCE CENTRE

POLICY MANUAL: FINANCIAL SERVICES--PURCHASING

Policy #5

Title ETHICS	Page 1 of 3
Approval/Date August 12, 1996 (<i>Revised Jan.14/10</i>)	Revised on <i>October 13, 2011</i>
Issued by FINANCIAL SERVICES	Signed by Executive Director
For use by ALL DEPARTMENT/SITES	

POLICY STATEMENT

All aspects of the purchasing function shall be administered with the highest standards of business ethics.

CTRC as a funded agency must be aware of their obligations to and perceptions of expending taxpayers' dollars. Every employee must strictly adhere to the Financial Services Purchasing Policies, *and the Broader Public Sector Procurement Directive.*

METHOD

1. Any employee involved in the purchasing process or purchasing functions who has any financial or other interest in a supplier company (vendor) will report this fact to the Finance & HR Director for consideration concerning purchases negotiated with that supplier. The Finance & HR Director may step in and take over the negotiations and issuance of Purchase Orders to avoid Conflicts of Interest.
2. Employees conducting purchasing for CTRC must not engage in any purchasing (using the Centre's name or price lists) for their own personal interest or use, or for the personal interests or use of other employees, or for the personal interests of any members of the Board of Governors.

Vendors will also not be allowed to solicit business from employees on CTRC's premises, or on CTRC's time. These Vendors are to be referred to the Finance & HR Director.

3. It is not the policy of CTRC to publicly endorse commercial or vendor's products.

4. CTRC will not participate in verbal telephone surveys concerning products purchased or sources of supply. The Soliciting party will be requested to send their requests for information in writing with a letter introducing the Soliciting company and outlining the purposes for this survey. The Finance & HR Director will then make a decision as to whether or not CTRC should participate in this survey.
5. *All Employees, Directors, Managers, Supervisors involved in the purchasing process must safeguard and keep private supplier's confidential and commercially sensitive information, including competitor's pricing.*

RELATIONS WITH VENDORS AND THEIR SALES REPRESENTATIVES

1. It is the policy of this Centre to maintain an "open door" to all companies desiring to sell to it. Each seller must receive courteous, cordial, and friendly consideration. *Wherever possible, all suppliers must have equal access to information on procurement opportunities, processes and results. Transparency must be maintained.*
2. All dealings with sales representatives must be fair. Purchasing personnel and all other employees of this Centre involved in the purchasing process must keep themselves free from obligation to any vendor. Therefore, acceptance of gifts from suppliers -- other than advertising novelties such as calendars or pens -- is at all times prohibited.
3. During interviews with sales representatives, no one should commit himself or herself on preference for any product, CTRC's source of supply for any product, or supply information regarding performance or price which might in any way embarrass the purchasing function or CTRC.

***Ontario Broader Public Sector (BPS)
Supply Chain Code of Ethics***

Goal: To ensure an ethical, professional and accountable BPS supply chain

I – 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 other stakeholders. 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.

II – 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 the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III – Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. 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.