



POLICY

SECTION:	Administration	NUMBER:	FIN 04
APPROVED:	Chief Financial Officer	ORIGINAL:	November 2010
	Chief Executive Officer	REVIEWED/REVISED:	April 2013

SUPPLY CHAIN CODE OF ETHICS

PURPOSE

To set out basic overarching supply chain principles of conduct for the hospital, employees, supplies and other stakeholders and define acceptable behaviors and standards that should be common for everyone involved with supply chain activities, such as planning, purchasing, contracting, storage, distribution and payment to ensure an ethical, professional and accountable supply chain.

This policy applies to everyone involved in supply chain activities for example, but not limited to, management, supervisors, lead hands, purchasing and finance staff and must be reviewed annually by all applicable staff and be physically posted in the Purchasing department. Annual review will take place at Department Head meetings and be documented on a sign off sheet. Department Heads are then responsible to ensure all other staff in their departments review same.

ETHICAL COMPLIANCE

Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related 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 the hospital, suppliers and other organizations and stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All 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.

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.

Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All 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.

Reference: Ministry of Finance
Broader Public Sector Procurement Directive, July 2011