

	POLICIES & PROCEDURES MANUAL
SECTION 5 – FINANCE & ADMINISTRATION POLICY #F&A-22	SUBJECT: Supply Chain Code of Ethics
APPROVED:  <hr/> Executive Director	DATE APPROVED: January 04, 2022 DATE REVISED: 2023-06-25

POLICY STATEMENT

Community Living Prince Edward adopts the Supply Chain Code of Ethics (Code) in accordance with all other governance processes to ensure an ethical, professional and accountable BPS supply chain.

PRINCIPLES:

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

KEY DEFINITIONS

“Goods and services” mean any goods, construction, and services, including but not limited to IT and consulting services.

“Members of an Organization” means all trustees, members of the board of directors, senior executives, and employees of the Organization, or their equivalent.

“Organization” means every organization that is in scope for the purposes of this Directive.

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

PROCEDURE

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 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.

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

3. *Compliance and Continuous Improvement*

Individuals involved with purchasing or to her 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 practises.

It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.