



Manual: Board	Policy #: BD06
Policy Name: Ethical Code Of Conduct - Supply Chain	Section:
Original Date: September 25, 2017	Revised Date: September 25, 2017
Reviewed By: Peter Sproul	Reviewed Date: September 3, 2019
Approved By: Peter Sproul	Approved Date: February 26, 2018

## **EXTERNAL REFERENCES**

- Ontario Broader Public Sector Accountability Act, 2010
- Ontario Broader Public Sector Procurement Directive issued by the Management Board of Cabinet effective July 01, 2011
- Ontario Broader Public Sector Procurement Directive Implementation Guidebook, April 2011

## **PREAMBLE**

Community Living Kingston and District is a designated broader public sector organization as defined by Ontario's *Broader Public Sector (BPS) Accountability Act, 2010* and accordingly has adopted the Ontario BPS Supply Chain Code of Ethics. This Code outlines the basic overarching supply chain principles of conduct for Community Living Kingston and District, its suppliers and other stakeholders. The Code supplements Board Policy 18 'Ethical Code of Corporate Responsibility' by defining acceptable behaviour for individuals involved with Supply Chain Activities.

## **SCOPE**

All Directors and personnel of Community Living Kingston and District involved with the organization's Supply Chain Activities which are defined as activities directly or indirectly related to planning, sourcing, procurement, movement and payment processes.



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## **POLICY**

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

### **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 public sector resources are used in a responsible, efficient and effective manner.

### **3. 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.