

Title	PURCHASING	Policy No.	1001
Department	BUSINESS SERVICES		
Reference(s)	- <i>Education Act, Section 217</i> - Agreement on Internal Trade - Procedure - Petty Cash - Procedure - Purchasing Card - Procedure - Purchasing - Broader Public Sector Supply Chain Code of Ethics - Ontario Broader Public Sector Directives http://www.fin.gov.on.ca/en/bpssupplychain/documents/bps_procurement_directive.html	Effective Date	1999 Feb. 23

It is the policy of the Board, to comply with legislation contained in the Education Act, Broader Public Sector Procurement Directives and amendments thereto, for the procurement of goods and/or services that meet the needs of the students through a process that ensures efficiency, transparency, financial control, quality and value for money.

The objectives of the Procurement Policy are:

- To ensure ethical, efficient and accountable sourcing, contracting and purchasing activities within the organization.
- To support the *Supply Chain Code of Ethics* compliance; enable the efficient and effective execution of supply chain tasks; mitigate risk; and help the Board to meet its operational, financial and accountability obligations.
- To help maintain a focus on value for money with respect to both supply chain transactions and the underlying processes.
- To eliminate redundant, non-value-added activities within the overall procurement cycle, maximizing service efficiency.
- To provide internal customers, suppliers and other stakeholders with a clear path for conducting supply activities, improving customer confidence and satisfaction.
- To reduce business risk and the potential for conflicts internally with colleagues and externally with trading partners.
- To provide clear direction and expectations for employees, improving productivity and morale.
- To establish consistent processes and expectations for working with suppliers, enhancing relationships.

The Board hereby adopts the Ontario Code of Ethics as published. This Code applies to all individuals that involve themselves in the Supply Chain process.

Administered By	BUSINESS SERVICES	Board Resolution No.	32-B. 8
Amendment Date(s)	April 1, 2011 June 28, 2011	Amendment Res. No.	11.b.10 12.h

**Broader Public Sector Code of Ethics
Supply Chain Code of Ethics**

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

I. 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 BPS organizations, suppliers and other 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.

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

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.

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