



<i>FINANCIAL POLICY AND PROCEDURES</i>		<i>Instruction Number:</i>
<i>Subject:</i> Purchasing Policy		<i>Date Issued:</i>
<i>Title:</i> Code of Conduct		<i>Date Revised:</i> September 27, 2005
<i>Issued by:</i> Assistant Vice-President, Financial Services		<i>Approved by:</i> Vice-President, Finance & Administration

As a public institution, Dalhousie University has a responsibility to act and be seen to act in a fair and open manner. University procurement activities must be conducted in accord with this responsibility.

The procurement code of conduct addresses the following key policy areas:

- Ethical practices
- Conflict of Interest
- Gifts and Gratuities
- Confidentiality and Accuracy of Information

The following code of ethics shall apply to employees of Dalhousie University and other individuals involved in procurement activities. Other individuals include those authorized to purchase on the accounts of Dalhousie such as employees of associated employers including grant-holders. Disciplinary action may be taken for non compliance with this policy.

Should individuals have questions or concerns about a particular circumstance or event in relation to this code of conduct, the matter should be raised with the person to whom they report.

Ethical Practices

Policy:

In striving to achieve Dalhousie's mission of serving community and society through education, research and professional service, it is the responsibility of all those involved in University procurement activities to work to maintain the good name of the University, to keep good relations between the University and its suppliers, and to keep in mind that personal contacts form much of the basis of the suppliers' opinion of the University.

In personal contacts with suppliers, each employee and certain other individuals represent the University and should reflect and present the interest and need of "all" departments, setting aside, if need be, a narrower point of view. The following ethical practices must be adhered to:

- a) Consider first, the interest of Dalhousie University in all transactions and adhere to its established policies.
- b) Be receptive to competent counsel from one's colleagues and be guided by such counsel without impairing the responsibility of one's office.
- c) Buy without prejudice, avoiding any practice preventing fair competition while seeking to obtain the maximum value for each dollar of expenditure.
- d) Demand full compliance with applicable procurement legislation or requirements by all parties seeking, to or providing goods and services, to the University.
- e) Demand honesty in sales, marketing or other representations made to the University whether these be in written, oral or product sample form.
- f) Cooperate with all organizations and individuals engaged in activities which enhance the development and standing of purchasing and materials management.
- g) Strive for increased knowledge of the materials and processes of manufacture, and to establish practical procedures for the performance of one's responsibilities.
- h) Participate in professional development programs so that one's purchasing knowledge and performance are enhanced
- i) Subscribe to and work for honesty in buying and selling and denounce all forms of improper business practice.
- j) Provide a prompt and courteous reception to all who contact Dalhousie on a legitimate business mission
- k) Counsel and cooperate with ISI, other universities, government offices and public sector organizations in the performance of their duties.

Conflict of Interest

Policy

Individuals engaged in procurement activities at Dalhousie are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the University.

The full text of the University policy on conflict of interest can be found under policies and form at <http://senate.dal.ca/>. The general policy statement is as follows:

A university member shall not participate in an activity or decision that involves an actual or potential conflict of interest unless such activity or decision has been approved in advance by the administrative head responsible for his/her unit of work or study and, if such approval has been given, any terms or conditions made by the administrative head regarding such activity or decision are fulfilled.

Gifts and Gratuities

Policy

In serving the interests of the University no employee shall use his/her authority of office for personal benefit. To preserve the image and integrity of employee and the University, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of the gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts.

In addition, loans are not to be accepted from an individual or organization having prospective dealings with Dalhousie University, unless such individual or organization is in the business of making loans to individuals.

Confidentially and Accuracy of Information

Policy

The majority of transactions relating to procurement activities are of a confidential nature and should be treated as such, especially regarding our suppliers. It is considered unethical as well as damaging to Dalhousie University's reputation to allow information about one supplier's quotation to be passed on to another supplier. This includes indirect methods such as overheard telephone calls, documentation left on desk during vendor interviews and conversations between employees within the hearing of suppliers' offices. All documents and files within the Purchasing Department are to be maintained in a confidential manner and access to these files or other purchasing related documentation shall be restricted to those authorized by the Manager of Purchasing.

Information given in the course of one's participation in procurement activity must be true and fair and not designed to mislead or misrepresent.