

DALHOUSIE UNIVERSITY PROCUREMENT CODE OF CONDUCT

To maintain public trust and confidence, Dalhousie University has a responsibility to act and be seen to act in a fair, equitable and transparent manner. Likewise, University faculty and staff involved with procurement related activities must be seen to act with professionalism, honesty, and fairness. The following code of conduct is intended to guide to all employees involved in procurement activities:

1. Provide an environment where all vendors are afforded an equitable opportunity to compete for University business and ensure impartiality and accessibility through all phases of the procurement process.
2. Support Equity, Diversity, Inclusion, Accessibility and Respect during procurement activities, including engaging in purposeful work to ensure that procurement processes are not prohibitive to vendors from historically underrepresented groups. This includes making conscious efforts to remove barriers that may prevent such vendors from accessing University business.
3. Be respectful and receptive to counsel from subject matter experts and support leading practices.
4. Conflict of Interest:
 - a. Be familiar with the University Conflict of Interest Policy.
 - b. Be aware of, and accountable for, activity and situations that may create (or be perceived to create) a conflict of interest during the procurement process and bring to the attention of the Director of Procurement for assessment. These activities or situations may include:
 - i. using authority of office for personal gain or advantage.
 - ii. preferential treatment of individual vendors.
 - iii. accepting gifts or favours.
 - iv. publicly endorsing specific vendors or products.
 - v. personal interests or relationships that may be seen to impact impartiality.
5. Require vendors to:
 - a. provide an honest and accurate representation of goods and services.
 - b. comply with applicable University policy and legal requirements.
6. Consider sustainability and social responsibility when evaluating procurements and explicitly require vendors to do the same.
7. Safeguard documents and files used within the course of procurement activities. Such information is confidential and should not be shared or discussed with any vendor or any other person including University employees (unless they require the information to carry out their job duties).