



SUPPLY CHAIN CODE OF ETHICS POLICY

Category: Procurement

Owner: Procurement Department

Initial Board Approval: September 2018

Reviewed and Revised:

Revision Cycle: 5 years

Next Revision Date: September 2023

PURPOSE:

- Compliance to the *Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics*
- To ensure an ethical, professional and accountable BPS supply chain

SCOPE:

Includes: Reena employees involved with purchasing or other Supply Chain Activities (hereby referred to as staff)

Excludes: Contracted service providers, volunteers and students and Reena employees who are not involved with purchasing or other Supply Chain Activities

POLICY STANDARDS:

Supply Chain Activities means all activities whether directly or indirectly related to organizational plan, source, procure, move and pay processes.

Personal Integrity and Professionalism

Staff involved with all end to end 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 internal and external stakeholders. Respect and professionalism must be demonstrated for each other within the environment. Confidential information must be safeguarded. Staff must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favors, providing preferential treatment, or publicly endorsing suppliers or products.

Accountability and Transparency

All Supply Chain Activities must be open, transparent and accountable. In particular, all contracting and purchasing activities must be fair, transparent and conducted in a manner to obtaining the best value being good stewards for public money. Staff must ensure that public

sector resources are used in a responsible, efficient and effective manner to achieve the best possible outcome in delivery of quality care and service.

Compliance and Continuous Improvement

All staff involved with purchasing and/or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. All staff should continuously work to and contribute to improve supply chain policies and procedures, seek to improve their supply chain knowledge and skill levels, and to share leading and best practices.

ROLES AND RESPONSIBILITIES:

Procurement Department

- Ensure that the Supply Chain Code of Ethics is made available to all Members of the Organization (trustees, members of the board of directors, senior executives and all employees of Reena), suppliers and other internal and external stakeholders involved with Supply Chain Activities

RELATED POLICIES/PROCEDURES:

- Procurement Policy

POLICY REVISION HISTORY:

Date:	Modifications:	Approved by:
Sept 2018	New Policy	CQI and Board