

	<b>POLICY AND PROCEDURE</b>	On-Line System Category <b>Materials Management – Conduct &amp; Ethics</b>	Code No	Page 1 of 2
<b>Subject: Supply Chain Code of Ethics</b>			<b>Date Effective:</b> <b>Date Reviewed:</b> <b>Date Revised:</b>	January 2010 October 5, 2023 October 5, 2023
<b>Issued by: Corporate Services</b>		<b>Approved by: OSMH Board of Directors November 28, 2023</b>		

**PURPOSE:**

To ensure the highest ethical standards are maintained, and to guide the actions of public procurement professionals.

**POLICY:**

To ensure an ethical, professional and accountable supply chain process is followed at all times all members of the supply chain process will conduct themselves in a manner that a reasonable and informed third party would conclude as being appropriate to a professional in supply chain management. 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 the hospital, suppliers and other stakeholders.

**STANDARDS OF CONDUCT:**


**Environmental and Social Responsibilities:** Respect must be demonstrated for each other and the environment. Staff shall exercise their responsibilities in a manner that promotes and provides opportunities for the protection and preservation of the natural environment. Staff shall favor the use and distribution of resources in an efficient, effective, and ethical manner. Staff will be cognizant of the social rights extended to all people, including the conventions of the International Labor Organization with respect to labor standards, and will encourage and support supplier diversity.

**Protection of Confidential or Sensitive Information:** Confidential information must be safeguarded at all times. Where staff have been privy to confidential or sensitive information, it is their responsibility to ensure that it remains so. Such information must not be used for any personal gain or advantage. Information given in the course of a professional activity should be forthright and not intended to mislead or deceive others.

**Avoidance of Conflicts of Interest:** Staff must not engage in any activity that may create, or appear to create, a conflict of interest. All staff should exercise professional judgment and discretion in order to avoid any apparent or actual conflict of interest when performing their duties. Should a conflict of interest arise, the staff member is required to disclose their interests to the Purchasing Department and/or other impacted parties as soon as possible. Staff should consider removing themselves from any decisions in which they have a conflict of interest, declared or undeclared, until express direction from the hospital is obtained.

**Business Relationships; Gifts, Gratuities and Hospitality Inducements:** Staff should maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects the interests and reputation of the hospital. Staff should not use their position to garner personal favors or advantages. Staff must ensure that the objectivity of their decisions is not compromised or unduly influenced by the acceptance of gifts, gratuities, or hospitalities of any kind.

**Cooperation with Other Public Agencies:** Agencies will endeavor to utilize cooperative procurement whenever possible. Cooperative procurement allows several public agencies to pool their expertise and resources to procure goods and services in volume, with the goal of saving dollars and resources.

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**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.

**PROFESSIONAL PRINCIPLES:**

**Professional Competency:** Staff will maintain their professional competency by staying informed of, and complying with, the best supply chain management practices. They will continuously work to improve supply chain policies and procedures; to improve their supply chain knowledge and skill levels; and to share best practices.

**Professionalism:** Staff will provide professional advice on the procurement of goods and services to the best of their knowledge, recognizing that any final decision is the prerogative of the senior authority within the requesting department; they will act with courtesy and due consideration in dealings with other professional members and in all business relationships.

**Honesty and Integrity:** Staff will maintain an unimpeachable standard of integrity and honesty in all their business relationships both inside and outside the organization.

**Responsible Management:** Staff will optimize, without prejudice, the use of resources for which they are responsible so as to provide the maximum value as defined by the organization. They will denounce all forms of business practice which may compromise value or bring discredit to the organization.

**Compliance with Legal Obligations:** Staff will be aware of and comply with (a) all laws, regulations, by-laws, trade agreements and standards that are relevant to supply chain management practices.

**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.**

**REFERENCES:**

Supply Chain Management Association of Canada – Code of Ethics;  
Ontario Public Buyers Association’  
Broader Public Sector – Supply Chain Directive



Supply Chain Code  
of Ethics Policy Appr