

JOSEPH BRANT MEMORIAL HOSPITAL

**PURCHASING PROCEDURES
MANUAL**

APPROVED BY: _____ **NUMBER:** P-050

Administrative Committee

DATE: 83/10, 92/05, 98/01, 02/09, 07/06, 10/03 **PAGE:** 1 of 2

ETHICAL PRACTICES

1. **Purpose:**

The purpose of this policy is to provide guidance on ethical practices to employees engaged in any supplier-related activity.

2. **Scope:**

This policy applies to all employees.

3. **General:**

The Hospital's suppliers, their products, personnel and services are a natural extension of the Hospital's own resources. It is the responsibility of all employees to work to maintain the good name of the Hospital, to develop and maintain good relations between the Hospital and its suppliers, and to keep in mind that personal contacts form much of the basis for the suppliers' opinions of the Hospital.

In personal contacts with the suppliers, each employee represents the Hospital and should reflect and present the interests and needs of all departments, setting aside, if need be, a more parochial point of view.

4. **Supply Chain Code of Ethics:**

The Purchasing Department and JBMH subscribe to the following "code of ethics" as outlined by the Ministry of Finance-Ontario Broader Public Sector Supply Chain Code of Ethics:

a) **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.

Electronic version is the most current. Print copies are only valid for the day they are printed.

JOSEPH BRANT MEMORIAL HOSPITAL

**PURCHASING PROCEDURES
MANUAL**

APPROVED BY: _____ **NUMBER:** P-050

Administrative Committee

DATE: 83/10, 92/05, 98/01, 02/09, 07/06, 10/03 **PAGE:** 2 of 2

ETHICAL PRACTICES

b) 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.

c) 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.