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<b>Name:</b>	<b>Procurement – Ethical Practices</b>
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Responsibility:	Manager, Procurement Services
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It is the responsibility of all employees to work to maintain the reputation of the University, to keep good relations between the University and its suppliers and to keep in mind that personal contacts can form much of the basis of the suppliers' opinion of the University.

University employees involved in Procurement related activities should therefore operate under the following guidelines:

1. That equal opportunity is provided to all suppliers through clear specifications and open competition.
2. That all terms, prices, and conditions of a quotation, order or agreement must remain confidential; employees must not engage in price disclosure for the purpose of increasing competition.
3. That quotations will not be requested from companies who will not receive fair consideration.
4. That advantage should not be taken when it is clear an error has been made by a supplier. Departments should co-operate in resolving difficulties.
5. That obligations should not be made beyond those which form part of the transaction.
6. That courteous reception should be afforded to all suppliers, directing sales personnel to Procurement Services.

## **Confidentiality**

It is the responsibility of department heads to ensure that their faculty/staff are informed of the requirement for confidentiality in procurement transactions. It is considered unethical, as well as damaging to the University's reputation, to allow information from one supplier's quotation to be shared directly or indirectly with another supplier.

All files within Procurement Services are maintained in a confidential manner and access to these files, or other procurement related documentation, shall be restricted to those authorized by the Manager, Procurement Services.

## **Gifts and Gratuities**

Employees should not accept gifts, entertainment or other special considerations of more than a nominal value from an individual or company doing business with the University. In making this judgement the employee must go beyond the question of whether the gift would influence them in any way to also consider the interpretation that could be placed on the action by a critical third party.

An employee receiving a gift of more than nominal value should return it in a tactful manner, explaining University policy. Similarly, loans should not be accepted from an individual or organization having prospective dealings with the University unless such individual or organization is in the business of making loans.