



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	Purchasing	February 6, 2009
POLICY NAME:	Purchasing	LAST REVISED:
POLICY NUMBER:	APP.FM.I.1	February 6, 2009

PROCUREMENT CODE OF ETHICS

The Purchasing Department will co-ordinate the procurement of goods and services for the Wellington Catholic District School Board in an ethical, professional and accountable manner and will be guided by the Code of Ethics of the Purchasing Management Association of Canada (PMAC) and the National Institute of Governmental Purchasing (NIGP).

PERSONAL INTEGRITY AND PROFESSIONALISM

The Board will operate and conduct procurement decisions with integrity and professionalism, optimizing the use of available resources. Honesty and due diligence are integral to all supply chain activities between the Board, its suppliers and other stakeholders. Confidentiality of information received must be respected and not used for personal gain. In order to maintain the integrity of the Board, its employees must not accept gifts and favours, provide preferential treatment, publicly endorse suppliers or products or engage in any other activity that would create or appear to create a conflict of interest. Respect must be demonstrated for the environment.

ACCOUNTABILITY & TRANSPARENCY

Procurement activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, transparent and conducted with a view to ensuring that public resources are used in a responsible, efficient and effective manner.

COMPLIANCE AND CONTINUOUS IMPROVEMENT

The Board, in all of its procurement decisions, will comply with this Code of Ethics and the laws of Canada and Ontario and will continuously work to improve supply chain policies and procedures to improve supply chain knowledge and skill levels.