

The University Of Western Ontario  
Procurement Code of Ethics

General

The University of Western Ontario is committed to high standards of ethical, legal, environmental and professional behaviour by its members when carrying out their responsibilities and managing the resources entrusted to them. All University staff and personnel who, during the course of their duties, are involved in the process of acquiring goods or services shall perform their duties to the following standards:

Personal Integrity and Professionalism

- x A high standard of integrity, honesty, respect, professionalism and due diligence will be observed in all activities and relationships
- x Any personal interest that may impinge on an employee's impartiality must be declared immediately to the Director of Procurement Services
- x Respect for each other will be demonstrated
- x Respect for the environment will be demonstrated
- x The confidentiality of information received in the course of duty will be respected, subject to legislative requirements
- x Information given in the course of duty should be true, fair and factual
- x Activities that create, or may appear to create, a conflict of interest, such as accepting gifts or favours or providing preferential treatment are not acceptable

Accountability and Transparency

- x Goods and services shall be procured in an open, fair and transparent manner
- x Accessibility shall be considered in all procurement transactions and applied whenever practicable
- x All procurement activities will be conducted in a competitive environment to ensure value is obtained and University resources are optimized.

Compliance and Continuous Improvement

- x The support of collaborative purchasing, the adoption and sharing of leading procurement practices and the highest standards of professional competence will be sought and demonstrated
- x Suppliers shall consider accessibility, sustainability and social responsibility in their product or service offerings whenever practicable.

All procurement activities carried out for the University are to be conducted in accordance with:

- x All University Policies, including but not limited to:
  - f Policy 1.43 Safe Disclosure,
  - f Policy 1.47 Accessibility at Western
  - f Policy 2.8 Purchase of Materials and Services,
  - f Policy 2.15 Approval Authorities For Construction and Maintenance Projects
  - f Policy 3.4 Conflict of Interest,
- x The laws of Ontario and Canada and,
- x Recognized professional and ethical business practices.