

THE HINCKS-DELLCREST CENTRE		POLICY NUMBER 6-1-116	
SECTION: FINANCIAL	SUBSECTION: SUPPLY CHAIN CODE OF ETHICS		
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POLICY

1.0 Policy Statement

This policy aims to ensure an ethical, professional and accountable Centre supply chain. The Supply Chain Code of Ethics (Code) sets out the basic overarching Supply Chain principles of conduct for the Centre, their suppliers and other stakeholders.

The Code defines acceptable behaviours for individuals involved with Supply Chain Activities. The Code does not supersede Codes of ethics that the Centre has in place, but supplements such Codes with supply chain-specific standards of practice.

2.0 Definitions

- a) "Members" means all trustees, members of the board, senior executives, and employees of the Centre, or their equivalent.
- b) "Supply Chain Activities" means all activities directly or indirectly related to the Organization's planning, sourcing, procurement, moving, and payment processes.

3.0 Guiding Principles

a) Personal Integrity and Professionalism

Individuals involved with Supply Chain 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 the Centre and between Centre and other organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. 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.

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

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. 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.

4.0 Adoption of the Code

Adoption of the Code consists of the following two components.

- a) The Centre will formally adopt the Code in accordance with the governance processes. The intent is to clearly establish that the conduct of all Members of the Centre involved with Supply Chain Activities must be in accordance with the Code.
- b) The Code must be available and visible to the Members of the Centre, suppliers and other stakeholders involved with Supply Chain Activities.

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5.0 Checklist

- a) The Code is formally endorsed by the board of trustees in accordance with the Centre’s governance structure;
- b) The Code is distributed to all Members of the Centre involved with Supply Chain Activities, including but not limited to individuals from such departments as:
 - Procurement;
 - Purchasing;
 - Materials/Inventory Management;
 - Planning;
 - Logistics/Distribution; and
 - Accounts Payable.
- c) The Code is communicated to all Members outside the above departments who are involved with Supply Chain Activities, such as requisitioning or supplier or product evaluation;
- d) The Code is visible in procurement departments or their equivalents; and
- e) The Code is easily accessible in an electronic format to all Members, suppliers and other stakeholders of the Organization.

Board Initial Approval	Date: <u>2012-Jan-09</u>				
		Major Content Change	Minor Content Change	Editorial Change	No Change
Board Review/Approval	Date: <u>2013-Jan-07</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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