

TYPE:	Administrative
TITLE:	Supply Chain Code of Ethics
NO.:	ADMIN-230
RESPONSIBILITY:	Chief Administrative Officer and Chief Financial Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	February 2020
REVISED DATE(S):	
REVIEW DATE:	February 2023

1. Introduction

Durham College supply chain activities need to support high-quality service delivery, but also be efficient and effective to allow the institution to satisfy its Ministry of Finance accountability obligations. The Durham College Supply Chain Code of Ethics policy was developed from a Ministry of Finance supply chain guideline document that was designed to help improve supply chain activities across Ontario's Broader Public Sector organizations.

2. Purpose

The purpose of the Durham College Supply Chain Code of Ethics is to define acceptable behaviours and standards that should be common for everyone involved with supply chain activities, such as planning, purchasing, contracting, logistics and payments. The code is not meant to supersede other Durham College value statements or policies but rather to supplement them with supply chain-specific standards of practice.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. 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 the Durham College organization, and in its dealings with 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.

4.2. 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 the college's money. All participants must ensure that public-sector resources are used in a responsible, efficient and effective manner.

4.3. 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.

5. Procedure

This section is not applicable.

6. Roles and responsibilities

6.1. The Chief Administrative Officer is responsible for ensuring that the Durham College Supply Chain Code of Ethics policy is fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Potential institutional funding implications could be prevalent with non-compliance.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

None.