Purchasing Code of Ethics

The University of Guelph's Purchasing Policy formally adopts the Supply Chain Code of Ethics (the Code) as below. The goal of the Code is to provide a general foundation on which to build professional and accountable practices and behavior in all areas of procurement activity. All members of the University involved with Supply Chain Activities must be in accordance with the Code.

This Code applies to every member of the University's faculty and staff involved in the purchasing activities including planning, sourcing, requisitioning, purchasing, receiving and payment.

The following are the three major components of the University's Purchasing Code of Ethics.

PERSONAL INTEGRITY AND PROFESSIONALISM

All individuals involved with purchasing or other procurement related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all procurement activities within and between the University, its suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All 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.

ACCOUNTABILITY AND TRANSPARENCY

Procurement 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 University funds.

COMPLIANCE AND CONTINUOUS IMPROVEMENT

All individuals involved in the purchasing or other procurement-related activities must comply with this policy and the laws of Canada and Ontario. In this context the University is committed to continuously work to improve procurement policies and procedures, to improve the knowledge and skill levels, and to share leading practices, where possible.

SUPPLIER CODE OF ETHICAL CONDUCT

The University has developed a Supplier Code of Ethical Conduct along with a procedure which can be found here.

FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN CANADIAN SUPPLY CHAIN

In 2024 Public Safety Canada enacted Bill S-211 Fighting Against Forced Labour and Child Labour in the Canadian Supply Chains Act. Some of the requirements applicable to the University under the Act are that we report annually on our efforts to raise awareness and prevent the use of forced and child labour in our suppy chain, reports can be found here.

Source URL:https://www.uoguelph.ca/finance/departments-services/purchasing/getting-started-procurement/purchasing-code-ethics