



Supply Chain Code of Ethics

Category: Financial;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: April 20, 2010;

Amendments: December 1, 2020;

Most Recent Review: December 1, 2020.

Purpose:

The purpose of this policy is to ensure an ethical, professional and accountable Broader Public Sector (BPS) supply chain process is adhered to, this supply chain code of ethics is integral to Lakehead University's procurement of goods and services.

Definitions:

- **“Supply Chain Activities”** means all activities directly or indirectly related to Lakehead University’s planning, sourcing, procurement, moving, and payment processes.
- **“Members of the Organization”** means all Governors, senior executives, and employees of Lakehead University.

Policy:

1. Personal Integrity and Professionalism

All Members of the Organization 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 and between BPS organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment. Confidential

information must be safeguarded. All Members of the Organization 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.

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 public money. All Members of the Organization must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. Compliance and Continuous Improvement

All Members of the Organization involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and ensure all procurement activities are conducted according to University policies, provincial and federal laws, and respect the principles of ethical business practices. All Members of the Organization should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Review: every 5 years by the Vice-President (Administration and Finance)

Review Period: 5 years;

Next Review Period: 2025-2026;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext: 7929 or Email: univsec@lakeheadu.ca.