

	Approved by: Academic Coordinating Committee
	Authorizer: Finance
	Effective Date: April 14, 2010
<b>Policy Title: Purchasing Policy and Code of Ethics</b>	

**Policy Statement:**

The purpose of this policy is to maintain the integrity of the purchasing procedure at Conestoga College.

**Scope:**

This policy applies to all Conestoga employees involved in initiation, processing and approval of the necessary documentation and activities for the procurement of goods and services at Conestoga.

**Definition:**

The term “Purchasing” refers to the process by which goods and services are acquired from third parties. This is a lifecycle process that covers the initial purchase concept through to the end of the life of the purchased asset or service.

**Responsibilities:**

The overall responsibility for purchasing activities is that of the CFO of Conestoga Collage. The CFO delegate’s responsibility to the Purchasing Services Department as required.

**Policy Elaboration:**

Purchasing Services at Conestoga shall assume the role of coordinating the process in the purchase of goods, capital equipment, and services etc. for the best overall total value. Purchasing Services has the responsibility to act as advisor to the user departments prior to the acquisition of material and services so that the best interests of Conestoga are protected.

Purchasing Services must ensure that all acquisitions of goods and services for Conestoga are not performed in a manner that is illegal, unethical, discriminatory, or that leads to the personal benefit of a Conestoga employee to the detriment of the College. Suppliers of goods and services must not be treated in an unfair, arbitrary or abusive manner.

Purchasing Services is to exercise professional judgment, knowledge and practice in reaching purchase decisions. The principle of competitive quotation should guide purchase decisions. In this regard, although lowest price must be a significant factor, other factors including, but not limited to, quality, service and proven accomplishment must be taken into consideration to reach a final purchase decision.

**Code of Ethics**

The code of ethics established by the National Institute of Governmental Purchasing and the Purchasing Management Association of Canada shall apply to all Conestoga employees. Conestoga faculty and staff shall maintain and practice the highest standards of business ethics, professional competence and courtesy when dealing with suppliers.

## **Principles**

- To give first consideration to the objectives and policies of Conestoga College.
- To strive to obtain, without prejudice, maximum value for each dollar of expenditure.
- To demonstrate sound business practices, principles and values in keeping with the identity of Conestoga.
- To accord a prompt and courteous reception to all who call on a legitimate business mission.
- To grant all competitive suppliers equal consideration as far as law and institutional policy permit.
- To receive consent of the originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- To conduct business with potential and current suppliers in an atmosphere of good faith devoid of intentional misrepresentations.
- To make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of Conestoga College will permit.
- To be receptive to competent counsel from colleagues and to be guided by such counsel where appropriate.
- To participate in professional development programs to enhance purchasing knowledge and performance.
- To cooperate with other colleges, universities, government offices and public sector bodies and to promote a spirit of unity and a keen interest in professional growth.
- To ensure that public sector resources are used in a responsible, efficient, and effective manner.

## **Rules of Conduct**

### **1. Conflict of Interest:**

Conestoga shall not acquire goods and services from a business or other entity owned by an officer or employee of the College or from anyone who is not at arm's length from any officer or employee, including any corporation or other business entity in which an employee or someone with whom he/she has a non arms length relationship holds a controlling interest, (either directly or indirectly).

No Conestoga employee shall take any steps to influence the acquisition of goods or services from any corporation or other business entity in which the employee or those with whom he/she has a non arms length relationship hold a controlling interest (either directly or indirectly).

Notwithstanding the foregoing, in rare circumstances, if and when appropriate and in the best interests of the College, upon full disclosure of a conflict or the perception of a conflict pursuant to any procedures set out therefore, the CFO may consider whether any such conflict exists and if so whether it may be waived or otherwise resolved, and may thereafter and on such terms as are

deemed appropriate, approve a proposed acquisition from a Conestoga employee or a person or entity not at arms length from the employee.

Conestoga shall not seek to acquire goods or services from any member of the Board of Governors or any person or business entity in which a governor or person who is not arms length from a governor holds a substantial interest (either directly or indirectly), except insofar as any such dealings are approved in advance pursuant to the Board of Governors policies and procedures on Conflicts of Interest.

**2. Confidentiality and Accuracy of Information**

The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead.

**3. Competition**

While considering the advantages to Conestoga of maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided.

**4. Business Gifts and Hospitality**

To preserve the image and integrity of the College, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts.

**5. Discrimination and Harassment**

No employee shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with.

**6. Environmental Issues**

Employees shall recognize their responsibility to environmental issues consistent with their corporate goals or missions.

**References:**

Purchasing Procedure – General

**Revision Log:**

<b>Revision Date</b>	<b>Summary of Changes</b>
2010-04-01	Policy and Procedure Committee – Revised and Validated
2010-04-14	Academic Coordinating Committee - Approved