CARLETON UNIVERSITY
Supply Chain Code of Ethics

General:

Carleton University is committed to high standards of ethical, legal, environmental and professional behaviour by its members when carrying out their responsibilities and managing the resources entrusted to them. All University staff and personnel who, during the course of their duties, are involved in the process of acquiring goods or services shall perform their duties to the following standards:

Personal Integrity and Professionalism

- A high standard of integrity, honesty, respect, professionalism and due diligence will be exercised in all activities and relationships
- Any personal interest that may impinge ones’ impartiality must be declared immediately to the Manager of Purchasing Services
- Respect for each other will be demonstrated
- Respect for the environment will be demonstrated
- The confidentiality of information received in the course of duty will be respected, subject to legislative requirements
- Information given in the course of duty should be true, fair and factual
- Activities that create, or may appear to create, a conflict of interest, such as accepting gifts or favours or providing preferential treatment are not acceptable

Accountability & Transparency

- Goods and services shall be procured in an open, fair and transparent manner
- All procurement activities will be conducted in a competitive environment to ensure best value is obtained and University resources are optimized.

Compliance & Continuous Improvement

- The support of collaborative purchasing, the adoption and sharing of leading procurement practices and the highest standards of professional competence will be sought and demonstrated
- Suppliers will be encouraged to consider sustainability and social responsibility in their product or service offerings