

ETHICAL CODE OF PRACTICE - Procurement

The University expects that members of staff buying goods and services on its behalf will:

- maintain the highest standard of integrity in all my business relationships
- reject any business practice which might reasonably be deemed improper
- never use their authority or position for their own personal gain
- foster the highest standards of professional competence amongst those for whom they are responsible
- optimise the use of resources which they have influence over for the benefit of the University
- comply with both the letter and the intent of:
 - the law of countries in which they practice
 - agreed contractual obligations
- declare any personal interest that might affect, or be seen by others to affect, their impartiality or decision making
- ensure that the information they give in the course of their work is accurate
- respect the confidentiality of information they receive and never use it for personal gain
- strive for genuine, fair and transparent competition
- not accept inducements or gifts, other than items of small value such as business diaries or calendars
- always declare the offer or acceptance of hospitality and never allow hospitality to influence a business decision
- remain impartial in all business dealing and not be influenced by those with vested interests

Use of the Code

Members of staff are required to uphold this code and to seek commitment to it by all those with whom they engage in their professional practice.

Staff are expected to encourage colleagues to adopt an ethical purchasing policy based on the principles of this code and, to raise any matter of concern relating to business ethics at an appropriate level.