

Procurement Ethical Code of Practice

The University endeavours to carry out its procurement activities with regard to environmental, social, ethical and economic requirements and enter into agreements and contracts with suppliers that share and embrace these aspirations.

The University expects all colleagues purchasing goods and services on its behalf, or those involved in these processes, to:

- maintain the highest standard of integrity and courtesy in all business relationships.
- reject any business practice that might reasonably be deemed improper or unethical or potentially cause reputational damage to the University.
- never use their authority or position for their own personal gain.
- develop 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, compromise, or be seen by others to affect their impartiality or decision-making. Examples include owning a significant shareholding in a supplier or family/friends being employed.
- ensure that any information given in the course of duties is accurate.
- respect the confidentiality of information received and never use it for personal gain.
- strive for genuine, fair, and transparent competition to maintain equitable treatment of all suppliers at all stages of the procurement process.
- be open with all those involved so that everyone, especially suppliers, understands the elements of the process. This includes the procedures, timescales, requirements, and criteria for selection amongst others.
- not accept inducements or gifts other than items of small value, such as business diaries or calendars (See [Register of Gifts and Hospitality](#)).
- always declare the offer or acceptance of hospitality and never allow hospitality to influence a business decision.
- to alert their line manager immediately if they become aware of corrupt activity. Bribery is a criminal offence.
- remain impartial in all business matters and not be influenced by those who may have vested interests.

Use of the Code

Colleagues must uphold this code and seek commitment to it by all those they engage in their professional practice.

Colleagues should encourage each other to adopt an ethical purchasing policy based on the principles of this code and raise any concerns regarding business ethics at the appropriate level.

Procurement

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