

HERITAGE COLLEGE REFERENCE DOCUMENT #P30.1

(supporting material for Heritage College Policy #30 concerning Purchasing)

Purchasing Management Association of Canada (PMAC) Code of Ethics

(taken from the PMAC website: www.pmac.ca/about/ethics.asp, Feb., 2009)

Introduction

It is a condition of membership in the Purchasing Management Association of Canada and its affiliated Institutes and Corporation that members shall abide by the Constitution and the Rules and By-Laws of the Institute or Corporation in which they are members. This Professional Code of Ethics is binding upon all members.

Definitions

Purchasing Management Association of Canada means the national body of the association.

Institute means the Institute of a province affiliated with the Purchasing Management Association of Canada.

Corporation means the *Corporation des approvisionnementneurs du Québec*, affiliated with the Purchasing Management Association of Canada.

Values and Norms of Ethical Behaviour

A. Values

Members will operate and conduct their decisions and actions based on the following values:

1. Honesty/Integrity

Maintaining an unimpeachable standard of integrity in all their business relationships both inside and outside the organizations in which they are employed;

2. Professionalism

Fostering the highest standards of professional competence amongst those for whom they are responsible.

3. Responsible Management

Optimizing the use of resources for which they are responsible so as to provide the maximum benefit to their employers;

4. Serving the Public Interest

Not using their authority of office for personal benefit, rejecting and denouncing any business practice that is improper;

5. Conformity to the Laws

In terms of:

- the Laws of the country and province in which they practice;
- the Institute's or Corporation's Rules and Regulations;
- Contractual obligations.

B. Norms of Ethical Behaviour

1. To consider first, the interest of one's organization in all transactions and to carry out and believe in its established policies.

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2. To be receptive to competent counsel from one's colleagues and be guided by such counsel without impairing the responsibility of one's office.
3. To buy without prejudice, seeking to obtain the maximum value for each dollar of expenditure.
4. To strive for increased knowledge of the materials and processes of manufacture, and to establish practical procedures for the performance of one's responsibilities.
5. To participate in professional development programs so that one's purchasing knowledge and performance are enhanced.
6. To subscribe to and work for honesty in buying and selling and to denounce all forms of improper business practice.
7. To accord a prompt and courteous reception to all who call on a legitimate business mission.
8. To abide by and to encourage others to practice the Professional Code of Ethics of the Purchasing Management Association of Canada and its affiliated Institutes and Corporation.
9. To counsel and assist fellow purchasers in the performance of their duties.
10. To cooperate with all organizations and individuals engaged in activities which enhance the development and standing of purchasing and materials management.

C. Rules of Conduct

In applying these rules of conduct, members should follow guidance set out below:

1. Declaration of Interest

Any personal interest which may impinge or might reasonably be deemed by others to impinge on a member's impartiality in any matter relevant to his or her duties should be immediately declared to his or her employer.

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 the member's employer 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 member, employer and the profession, 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 member shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with.

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6. Environmental Issues

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

7. Interpretation

When in doubt on the interpretation of these rules of conduct, members should refer to the Ethics Committee of their Institute or Corporation.

D. Enforcement Procedures

The following procedures shall apply unless otherwise governed by provincial legislation.

Cases of members reported to have breached the Ethical Code shall be referred to the Institute or Corporation for review by their Ethics Committee.

1. Complaint Process

Allegations of a breach to the Professional Code of Ethics shall be made in writing by the witness to the Institute or Corporation.

Upon receipt of the complaint, the Institute or Corporation will send an acknowledgment of receipt to the witness and will advise the accused in writing that he or she is under investigation, and the nature of the complaint.

2. Investigation

- a. The Ethics Committee will conduct an investigation, which will include the opportunity for the accused to present his or her own version of the facts.
- b. The Ethics Committee will, within a reasonable period, present its report to the President of the Institute or Corporation. The report will include the nature of the complaint and the decision as to the dismissal of the complaint, or the sanction to be applied.
- c. The President will then send the decision to the accused, who has thirty days to appeal.
- d. If the accused decides to make a request of appeal, then the request must be in writing to the President.
- e. The President will convene an Appeal Committee meeting with the witnesses, the accused and all other persons who could have new information about the case.
- f. The Appeal Committee will make its decision within 30 days of the receipt of the request of appeal. The decision of the Appeal Committee is final and without appeal.

3. Sanctions

- a. Where a case is proven, a member may, depending on the circumstances and the gravity of the charge, be reprimanded, suspended from membership or expelled and removed from the list of members.

Details of cases in which members are found in breach of the Code may be published in such a manner as the Institute or Corporation shall deem appropriate.

- b. Enforcement shall be in accordance with the requirements of the member's Institute or Corporation.