

Sunbeam Community & Developmental Services	
Manual: Administration Manual	Number: AD-fi-022
Issued by: Chief Administrative Officer Category: Finance	Recent Review Date: December 18, 2022 Date First Issued: May 10, 2012 Last Publication Date: December 18, 2022 Pages: 1 of 2
Policy Name: Purchasing-Supply Chain Code of Ethics	

SCOPE

This policy applies to Sunbeam Community & Developmental Services (Sunbeam).

DEFINITIONS

Supply Chain Activities: all activities directly or indirectly related to the organization's planning, sourcing, procurement, moving and payment of goods and services.

POLICY:

In accordance with the Ontario Broader Public Sector (BPS) Procurement Directive, Sunbeam has formally adopted the Ontario BPS Supply Chain Code of Ethics. This code does not supersede Sunbeam's Code of Ethics, but supplements it regarding activities relating to procurement, purchasing, and supply chain standards of practice.

The Ontario BPS Supply Chain Code of Ethics is posted on the Sunbeam's website where it's available and visible to all Sunbeam employees and volunteers, the Board of Directors, suppliers, and other stakeholders involved in Supply Chain Activities.

Here is the Ontario BPS Supply Chain Code of Ethics

Goal: To ensure an ethical, professional, and accountable BPS supply chain. This is done by adhering to these principles.

I Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers, and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded.

Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

II Accountability and Transparency

Supply Chain Activities must be open and accountable. Contracting and purchasing activities must be fair, transparent and conducted to get the best value for public money. All participants must ensure that public-sector resources are used in a responsible, efficient, and effective manner.

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III Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their Supply Chain knowledge and skill levels, and to share leading practices.

PROCEDURES