

Section	Finance
Policy:	FP 2.09 Supply Chain Code of Ethics
Effective Date:	January 1, 2012, approved by Board on 23-Dec-11
Revised:	Oct 2025

1 POLICY

- 1.01 All Springboard staff involved in organizational purchasing are expected to:
- Contribute to an ethical, professional and accountable Broader Public Sector (BPS) supply chain.
 - Reflect the Broader Public Sector Accountability Act, 2010 ethics of:
 - Personal integrity and professionalism
 - Accountability and transparency
 - Compliance and continuous improvement

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that all Springboard staff involved in organizational purchasing comply with the Broader Public Sector Accountability Act, 2010.

3 SCOPE

- 3.01 The Policy Development & Control policy applies to all Springboard staff involved in organizational purchasing.

4 DEFINITIONS

Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable BPS supply chain.

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. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

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.

Excerpt from Broader Public Sector Procurement Directive, Ontario Ministry of Finance, July 1, 2011

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Broader Public Sector Accountability Act, 2010 Broader
Public Sector Supply Chain Directive

7 PROCEDURES

- 7.01 The Finance Department will review the Supply Chain Code of Ethics Compliance Checklist annually to assess organizational compliance and report findings to the Finance Committee

8 ATTACHMENTS

9.3. Supply Chain Code of Ethics Compliance Checklist

This checklist is designed to assist Organizations to determine whether they have successfully adopted the key elements of the Code.

The Code:

- Is formally endorsed by the board of directors or its equivalent in accordance with the Organization's governance structure;
- Is distributed to all Members of an Organization involved with Supply Chain Activities, including but not limited to individuals from such departments as:
 - Procurement;
 - Purchasing;
 - Materials/Inventory Management;
 - Planning;
 - Logistics/Distribution; and
 - Accounts Payable.
- Is communicated to all individuals outside the above departments who are involved with purchasing and other supply chain-related activities, such as requisitioning or supplier or product evaluation;
- Is visible in procurement departments or their equivalents; and
- Is easily accessible in an electronic format to all Members of an Organization, suppliers and other stakeholders of the Organization.

Excerpt from Broader Public Sector Procurement Directive Implementation Guidebook, Ontario Ministry of Finance