

	POLICIES AND PROCEDURES	Policy No:	BPSAA 1
SECTION:	Broader Public Sector Accountability Act	Version #:	
SUB-SECTION:		Original D:	May 13, 2022
SUBJECT TITLE:	Supply Chain Code of Ethics	Revised D:	
APPLIES TO:	CLSL Association	Reviewed D:	
APPROVAL BY:	Board of Directors	Review By D:	
REFERENCES:	Broader Public Sector Accountability Act		

PURPOSE / POLICY:

Community Living Sarnia-Lambton (CLSL) will adhere to guidelines and requirements of the Ontario Broader Public Sector Supply Chain Code of Ethics.

SCOPE:

This Policy is applicable to all CLSL employees and Board Members who by related policy have authority for decision making and procurement of goods and services.

PROCEDURES:

All CLSL policies that guide the purchase of services, products or related consultants will incorporate where applicable, the Ontario Broader Public Sector Supply Chain Code of Ethics.

In so keeping and to assist in fulfilling CLSL's responsibilities within the *Broader Public Sector Accountability Act 2010*, the following Code of Ethics will be adhered to and will guide procurement practices.

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

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

1. 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.

2. 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.

3. 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.

CLSL will make this Policy available and visible to employees, members, Directors and all suppliers and other stakeholders involved in supply chain (procurement) activities.

RESPONSIBILITIES / AUTHORITIES:

It is the responsibility of the Board of Directors, Executive Directors, Directors, Managers, Supervisors or designates and all persons authorized to make purchases on behalf of CLSL to understand and comply with both this Policy and all related policies.

FORMS, REFERENCES & RESOURCES:

Related Policies:

- Purchasing policy*
- Purchasing Authority policy*
- Expense Claims policy*
- Perquisites policy*
- Purchase Requisitions and Purchase Orders policy*
- Unbudgeted Purchases policy*
- Request for Tender policy*

Resource:

[Broader Public Sector Accountability Act Directives](#)

ACKNOWLEDGEMENT:

I have read, understand, and agree to abide by, this Acceptable Use Policy:

_____ Date: _____

POLICY CHANGE LOG:

POLICY LEAD(S):	Original	Revised	Reviewed	Date:	Approved by: