

## **Background**

All individuals who undertake purchasing activities on behalf of Pembina Hills Public Schools (PHPS) must do so with integrity, accountability, transparency, and with the utmost consideration for the responsible spending of public dollars. Ethical behaviour is valued in all dealings with the public, suppliers, and employees. All employees of the Division who, during the course of their duties, are involved in the process of acquiring goods and services shall perform their duties to the following standards.

## **Procedures**

### **1. Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply management activities must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all supply management activities within and between Division departments, suppliers, and schools. Business must be conducted, with all current and prospective suppliers/vendors, in good faith.

### **2. Accountability and Transparency**

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

### **3. Personal Gain**

Employees shall not use their authority or office for personal gain. No individuals shall benefit from engaging in purchasing activities on behalf of the Division. An individual may not seek to profit by way of incentive package, rebates, or free items while undertaking purchasing activities on behalf of the Division. For example, per Administrative Procedure 60-03 Field Trips, Excursions, National and International Tours, an organizer or supervisor cannot personally obtain a bonus or award from a travel or tour company. Any benefit must accrue to the Division not an individual.

Individuals may not purchase PHPS equipment, service, or goods using a personal credit card in an attempt to earn promotional or travel points. The PHPS Purchase Card is the method of purchase for credit card transactions.

### **4. Compliance**

All individuals involved in purchasing or other supply management activities must ensure all purchasing activities are conducted according to Division policies and administrative procedures, provincial and federal law, and respect the principles of ethical business practices as described in this Code of Ethics. Action or activities purposefully undertaken by an individual to circumvent Administrative Procedure 30-15 Purchasing of Goods and

Services, and any accompanying resources, will be reported to the Secretary-Treasurer, and may result in disciplinary actions including possible recommendation for dismissal.

**5. Conflict of Interest**

Any personal interest which may be reasonably deemed by others to impinge on an employee's impartiality in any matter relevant to their duties should be declared to their immediate supervisor. Employees are expected, in all regards, to conduct their duties with impartiality.

Employees are in conflict of interest if they take part in a decision knowing the decision might further a private interest of the employee.

**6. 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 fair and not designed to mislead.

**7. Business Gifts/Hospitality**

Moderate hospitality is an accepted courtesy of a business relationship, and includes the normal exchange of hospitality between persons doing business together. Business gifts, other than those with small intrinsic value, should not be accepted. However, recipients should not allow even the perception of being influenced in making a business decision as a consequence of accepting such hospitality. No employee shall permit any influence which could conflict with the best interest of the Division or prejudice the Division's reputation.

**Reference**

[AP 30-15 Purchasing of Goods and Services](#)

[AP 60-03 Field Trips, Excursions, National and International Tours](#)