



SUPPLY CHAIN CODE OF ETHICS

In striving to achieve Ontario Shores mission of providing leadership and exemplary mental health care through specialized treatment, research, education and advocacy, it is the goal and responsibility of all those involved in Supply Chain Activities to be ethical, professional and accountable in providing knowledgeable service to the hospital and in all material management/supplier interactions.

Individuals involved with Supply Chain Activities will operate and conduct decisions and actions based on the following values:

Personal Integrity

- Uphold honesty and unimpeachable standards of integrity in all business relationships (internal/external).
- Maintain true and fair Information dissemination practices which are designed so as not to mislead or misrepresent.
- Be receptive to competent counsel from one's colleagues and be guided by such counsel without impairing the responsibilities of one's office.

Professionalism

- Foster first the interest of Ontario Shores in all interactions and adhere to its established policies, procedures and Code of Conduct.
- Demand full compliance with applicable procurement legislation/requirements by all parties seeking to, and/or providing goods and services to the Hospital.
- Provide timely and courteous service to all requests for supply chain activities assistance.
- Maintain all documentation related to supply chain activities due diligence.
- Uphold the confidentiality of all Supply Chain activities. Access to vendor quotations, supplier documents, etc. shall be restricted to those authorized by department manager or lead.
- Declare any Conflict of Interest. Supplier information is not to be used for personal gain.
- Do not accept business gifts other than items of small intrinsic value.

Responsible / Representative Management

- Use resources in a responsible, efficient and effective manner, to provide the greatest benefit to Ontario Shores.
- Conduct all tendering, contracting and purchasing activities with fairness, transparency and without prejudice, avoiding practices preventing fair competition and conducted with a view to obtaining the best value for dollar spend.
- Subscribe to and work for honesty in sales, marketing or other representations made, whether these be in written, oral or product sampling form.
- Maintain Safe Purchasing practices and promote Green Purchasing initiatives.

Conformity to Laws

- Conform to Contractual obligations
- Conform to Ontario Shores' Purchasing Policies & Procedures
- Conform to Governmental Regulations/Laws of Ontario and Canada

Continuous Improvement

- Strive for continuous improvement to current supply chain policies, procedures and practices.
- Cooperate with all organizations and individuals engaged in activities which enhance the development and standing of purchasing and materials management – share "best industry" and "leading practices".
- Participate in professional development programs so as to improve supply chain knowledge, performance and skill levels.