



SECTION: Agency Manual Business & Finance	SUBJECT: Ethical Statement for Procurement & Perquisites	REF: AM-04-006 DATE: February 2022
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POLICY

Ethical Statement for Procurement

In accordance with the Ontario Broader Public Sector (BPS) Procurement Directive, Community Living North Halton has officially adopted the Ontario Broader Public Sector Supply Chain Code of Ethics and the Perquisite Directive. This Code of Ethics pertains to activities related to procurement, purchasing and supply chain activities and business related perquisites.

The purpose of this statement is 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 publically 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 with 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.

Ethical Statement for Perquisites

The purpose of this statement is to ensure an ethical, professional and accountable perquisites understanding. Any perquisite provided outside of the insured employee benefits package for staff must be approved by the Executive Director. Any perquisite provided outside of the insured employee benefits package for the Executive Director must be approved by the Board of Directors.

A summary of perquisites provided by Community Living North Halton, if any, will be made publicly available on an annual basis.

The following perquisites for employees are not allowed under any circumstances:

1. Club memberships for personal recreation or socializing purposes, such as fitness memberships, golf clubs or social clubs.
2. Clothing allowances not related to health and safety or special job requirements.
3. Access to private health clinics - medical services outside those provided by the provincial health care system or by CLNH's group insured benefit plans.
4. Professional advisory services for personal matters such as tax or estate planning.

Definition:

Perquisite (also known as a "perk"): A privilege or gain or profit incidental to an employee's regular salary or wages.

A perquisite is not allowable if it is not a business related requirement for the effective performance of an employee's job. Insured benefits are not considered to be perquisites.

PROCEDURE

Internal and external audits will be used to identify and alert management of possible unethical practices.

The agency's Whistle blower policy provides a process through which employees can come forward if they suspect an ethical or legal violation has occurred and will protect individuals who come forward.

Managers hold positions of authority that make them accountable for the ethical conduct of those who report to them. Managers will monitor the behavior of employees in accordance with the organization's expectations of appropriate behavior, and have a duty to respond quickly and appropriately to minimize the impact of suspected ethical violations.

Monitoring and maintaining compliance will be used to maintain agency ethical standards.

See: Broader Public Sector Procurement Policy

