 LEAMINGTON DISTRICT MEMORIAL HOSPITAL www.leamingtonhospital.com	TITLE CODE OF ETHICS – SUPPLY CHAIN		
	CATEGORY Administration	ISSUING AUTHORITY VP Corporate Services	EFFECTIVE DATE: Nov 30, 2010

1.0 Purpose

To define acceptable behaviours and standards that should be common for everyone involved with supply chain and supplier related activities, such as planning, purchasing, contracting, logistics, and financing.

2.0 Scope

Applies to all programs and services of the LDMH.

3.0 Definitions

Broader Public Secretariat = BPS

LDMH = LDMH

Request for Information = RFI

Request for Quotation = RFQ

Request for Proposal = RFP

4.0 Policy

4.1 The LDMH Code of Ethics, in addition to applicable provincial and federal regulations, sets the minimum standards of behaviour and conduct expected from all employees and all internal service providers (inclusive of physicians, students, volunteers and contractors) and Board of Trustee Members at all times. Compliance with the Code of Ethics is mandatory.

4.2 Personal Integrity and Professionalism


It is the responsibility of all staff engaged in supplier related activity to develop and maintain ethical and professional supply chain practices between the LDMH and present or potential suppliers. 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. **All participants** must not engage in any activity that may create, or appear to create, a conflict of interest, or influence the purchasing decision (competitive process) such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

4.3 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.

4.4 Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All 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.


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- 4.5 The following guidelines on accepted standards of purchasing practice should be followed:
- a) Avoid the intent and appearance of unethical or uncompromising practice in relationships, actions and communications.
 - b) Demonstrate loyalty to the hospitals by diligently following the lawful instructions of the employer, using reasonable care and only the authority granted.
 - c) Avoid any private business or professional activity that would create, or give the appearance, of a conflict between personal interests and those of LDMH.
 - d) Avoid soliciting or accepting payment for services such as speaking engagements or site visits with vendors or potential vendors that may create the appearance of conflict.
 - e) The NHS can provide and act as reference for vendor equipment and product as requested but must not disqualify competition in this process. References cannot be conducted during a tendering period, for example, RFI, RFQ or RFP.
 - f) Handle information of a confidential or proprietary nature with due care and proper consideration of ethical and legal ramifications.
 - g) Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
 - h) Refrain from reciprocal agreements that will restrict competition.

4.6 All participants must sign off on conflict of interest and declare prior associations.

A conflict of interest is defined as:

- a) A situation when an individual or corporation is in a position to exploit a professional or official capacity in some way to their personal or corporate benefit.
- b) A staff member has an outside interest that materially encroaches on time or attention that should be devoted to the affairs of the hospital.
- c) A staff member has a direct or indirect interest in or relationship with an outsider that is unethical or that may provide that staff member with personal gain due to the staff member's ability to influence dealings; render the staff member partial toward the outsider for personal reasons; place the staff member or LDMH in an embarrassing or ethically questionable position; or reflect on the integrity of the organization.
- d) A staff member takes personal advantage of an opportunity that properly belongs to LDMH.
- e) A staff member uses LDMH property for personal reasons without prior approval of an immediate supervisor.

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- f) A staff member discloses confidential or proprietary information to unauthorized persons.
- g) A staff member allows other employment or interests to interfere with the ethical performance of their duties.
- h) A staff member uses information obtained in the course of their employment for personal gain or reward outside the hospital.

4.7 In the event of a breach in policy, the Chief Financial Officer is to be contacted.

4.8 Any gifts or free items received by the organization should be referred to the Foundation and/or Social Committee for Benefit/Raffle or fundraising for the benefit of the entire organization.

All Managers are required to discuss any potential conflict of interest with a Senior Manager prior to approving or accepting travel/or entertainment/education from a prospective vendor.

6.0 **References**

Ontario Ministry of Finance - Broader Public Secretariat (BPS) Supply Chain Guideline