



Legal References:	<i>Public Sector Accountability Act (2010)</i> <i>Canadian Free Trade Agreement (CFTA)</i> <i>Comprehensive Economic and Trade Agreement (CETA)</i>
Related References	<i>Broader Public Sector (BPS) Procurement Directive, Ministry of Finance</i> <i>Board Policy 4008 - Signing Authority and Segregation of Duties</i> <i>Board Policy 4015 - Procurement Cards</i> <i>Board Policy 4018 - Fraud Management</i> <i>Administrative Procedure 4360 - Principals of Business Conduct For Board Employees</i> <i>Administrative Procedure 4015 - Ethical Purchasing of Apparel</i> <i>Administrative Procedure 4570 - Procurement</i> <i>Administrative Procedure 4680 - Vendor Qualification</i>
Effective Date:	<i>March 30, 1998</i>
Revision:	<i>November 14, 2016, February 12, 2018</i>
Reviewed:	

## 1. Policy Statement

- 1.1. It is the policy of the Waterloo Region District School Board (WRDSB) to provide a procurement service that meets the needs of learners, educators, and staff, recognizing that:
  - 1.1.1. Sound and ethical business practices shall be followed by all persons who acquire products and/or services on behalf of the WRDSB, including all departments, schools, school funds, school councils and any other related organizations. These practices include:
    - Adherence to the Board's Supply Chain Code of Ethics as outlined in Appendix 1; and
    - Adherence to the Broader Public Sector (BPS) Procurement Directive as issued by the Ministry of Finance; and
    - Adherence to national and international trade agreements.
  - 1.1.2. The WRDSB will purchase products and services which take into account environmental, health and safety factors, and will not knowingly purchase goods and/or services from manufacturers who operate in contravention of local and international labour law and standards.
  - 1.1.3. The Manager, Procurement & Risk Services is empowered to act as the Agent for all purchases of goods and services, and disposition/disposal of surplus supplies, furniture and equipment, in accordance with established guidelines for the WRDSB and is appointed as the signing authority by the WRDSB for procurement commitments.

## Waterloo Region District School Board

### Supply Chain Code of Ethics

**Goal:** To ensure an ethical, professional and accountable Waterloo Region District School Board supply chain.

#### **I. Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply chain-related 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 the WRDSB, 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, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

#### **II. 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.

#### **III. 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.<sup>1</sup>

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<sup>1</sup> Sources: Broader Public Sector (BPS) Procurement Directive . Purchasing Management Association of Canada Code of Ethics, Ontario Public Buyers Association, Plexxus and Toronto District School Board.