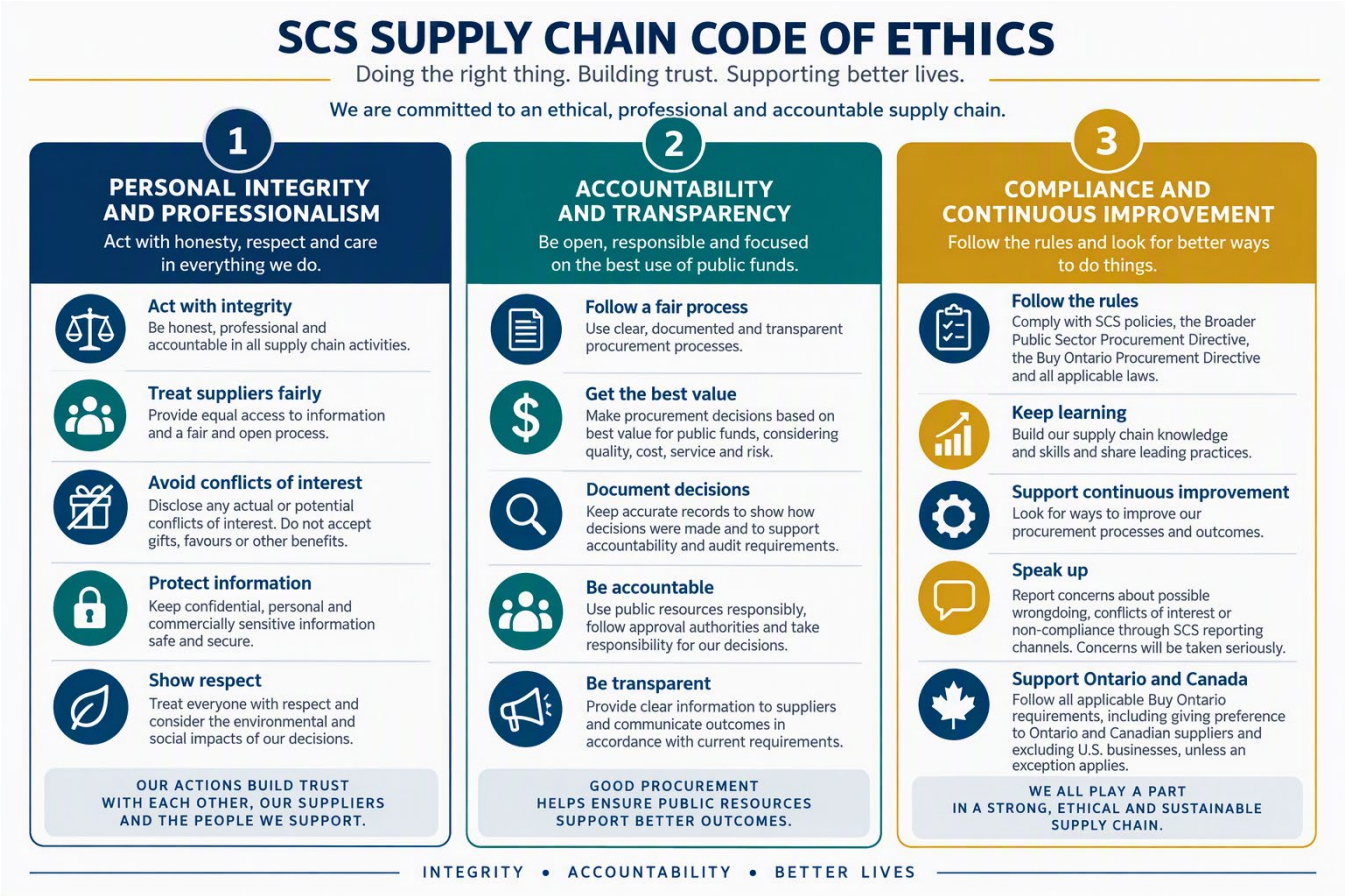
SERVICE COORDINATION SUPPORT
PROCUREMENT CODE OF ETHICS

1.0 PURPOSE

This Code applies to everyone who plans, requests, approves, evaluates, and contracts for, receives or pays for goods and services on behalf of SCS. It applies whether the procurement is led by Finance, Support Services, Human Resources, Information Technology, Facilities or another SCS function.

2.0 CODE OF ETHICS



The three commitments apply to every person involved in an SCS purchasing or contracting decision.

Personal integrity and professionalism

- Act, and be seen to act, honestly, carefully and professionally.
- Treat suppliers and colleagues respectfully and consider environmental impacts.
- Protect confidential and commercially sensitive information.
- Disclose and avoid actual, potential or apparent conflicts of interest. Do not accept gifts or favours, give preferential treatment, or publicly endorse suppliers or products.

Accountability and transparency

- Make purchasing and contracting decisions that are fair, open and defensible.
- Give suppliers equal access to relevant information and evaluate them only against the stated criteria.
- Use public funds responsibly and seek best value, considering quality, risk, service needs and total lifecycle cost, not price alone.
- Keep records that clearly support approvals, evaluations, decisions, contracts and payments.

Compliance and continuous improvement

- Follow this Code, SCS policies, applicable laws, provincial directives and trade agreements.
- Follow current Buy Ontario requirements, including applicable domestic preference and U.S.-business restrictions.
- Build procurement knowledge, use consistent processes and share sound practices.
- Raise concerns promptly. SCS will review concerns and take appropriate action.

Responsibility

- Everyone involved in procurement is responsible for following this Code. Staff disclose a concern or conflict promptly to their supervisor and the Director of Finance, HR and Administration.
- A matter involving the Director of Finance, HR and Administration is reported to the Executive Director.
- A matter involving the Executive Director is reported to the Board Chair.
- SCS protects confidential supplier and evaluation information and addresses concerns through the appropriate internal process.