



8 Code of Ethics: Purchasing

1 Summary Statement

It is the policy of the University to maintain the highest standard of integrity in all business relationships including those relating to the purchase of goods and services.

The University as a public body is subject to continuous scrutiny as to the conduct of its activities including purchasing and therefore any staff involved in any aspect of purchasing, directly or indirectly, must be vigilant and comply with this code.

2 Fraud

All staff involved in financial transactions must guard against fraud and malpractice. If a member of staff suspects fraud in relation to the purchase of goods or services he/she must report their concerns immediately to the Head of Procurement.

3 Conflict of Interest

Where a member of staff, their partner, relative or close friend holds any form of employment or other position such as director or consultant with a supplier or potential supplier of the University they must immediately bring this to the attention of the Head of Procurement and distance them self from any such purchasing decision and inform any relevant colleagues dealing with such a purchase.

4 Detailed Code

- 4.1 Treat all suppliers and potential suppliers fairly and equally and ensure the information given to all suppliers is true and fair and not designed to mislead before a contract is awarded.
- 4.2 Declare to the Head of Procurement any personal interest which may impinge upon, or might reasonably be deemed by others to impinge upon, their impartiality in any matter relevant to their purchasing duties.
- 4.3 Respect the confidentiality of information received in the course of a tender or quotes process – in particular do not divulge pricing in order to solicit matching or improved bids.
- 4.4 Refuse any offer of hospitality other than that which the University might reasonably reciprocate - for example a moderately priced business lunch.
- 4.5 Refuse gifts or inducements from suppliers other than items of small and token value such a business diaries or calendars
- 4.6 While bearing in mind the advantages to the University of maintaining a continuing relationship with a supplier, avoid any arrangement which might in the long term, prevent the effective operation of fair competition.

The code can also be viewed on the Finance & Commercial Services Intranet under Procurement, [Procurement Strategy and Policies](#).