

PROCUREMENT

Code of Ethics

The University of Aberdeen Code of Ethics is based on that published by the Chartered Institute of Purchasing and Supply. CIPS is an international education, qualification and networking body representing procurement and supply chain professionals.

1. Members of staff should try to exceed the expectations of the Code and regard it as the basis of best conduct in the performance of purchasing duties.
2. Members of staff should seek the commitment of their line manager to the Code and seek to achieve widespread acceptance of it amongst their fellow employees.
3. Members of staff must raise any matter of concern of an ethical nature with their immediate supervisor, another senior colleague, or the Procurement team if appropriate, irrespective of whether it is explicitly addressed in the Code.

Members of staff with procurement responsibilities shall always:

- maintain the highest standard of integrity in all business relationships;
- reject any business practice which might reasonably be deemed improper;
- never use their authority or position for personal gain;
- enhance the proficiency and stature of the profession by acquiring and applying knowledge in the most appropriate way;
- foster the highest standards of professional competence amongst those they are responsible for;
- optimise the use of resources for the benefit of the University;
- comply with both the letter and the intent of:
 - UK law;
 - agreed contractual obligations;
 - CIPS guidance on professional practice, and
 - the University of Aberdeen Finance and Procurement regulations.
- declare any personal interest that might affect, or be seen by others to affect, impartiality or decision-making;
- ensure that information provided in the course of work is accurate;
- respect the confidentiality of information received and never use it for personal gain;
- strive for genuine, fair and transparent competition;
- not accept inducements or gifts, other than items of small intrinsic value such as business diaries or calendars provided as a business courtesy;
- always to declare the offer or acceptance of hospitality and never allow hospitality to influence a business decision;
- remain impartial in all business dealings and not be influenced by those with vested interests.

(Updated August 2010)