

## **ETHICAL STANDARD GUIDE FOR THE TOWN OF STOUFFVILLE PROCUREMENT STAFF**

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NOTE: The Town reserves the right to amend or update this document at any time.

## **ETHICAL STANDARDS PROCUREMENT FOR STAFF**

Ethical standards for procurement staff in municipal government are critical to ensuring integrity, fairness, transparency, and public trust in the procurement process. Below are some key principles and standards typically adhered to:

### **1. INTEGRITY**

- Avoid conflicts of interest: Procurement staff must not have any personal or financial interest in the outcome of procurement decisions.
- Honesty in representation: They must provide accurate and truthful information in all aspects of procurement activities.
- Refrain from accepting gifts or favors: Staff should not accept gifts, hospitality, or any benefits that could influence or appear to influence their decisions.

### **2. TRANSPARENCY**

- Open processes: Ensure that procurement opportunities are publicly advertised and accessible to all qualified suppliers.
- Clear documentation: Maintain accurate and complete records of procurement processes, including selection criteria and decision-making.

### **3. FAIRNESS**

- Equal treatment: Treat all suppliers and bidders equally, without favoritism or discrimination.
- Objective evaluation: Decisions must be based on pre-established criteria and merit, not on subjective factors.

### **4. ACCOUNTABILITY**

- Responsibility for decisions: Procurement staff must be able to justify their choices and demonstrate compliance with policies and regulations.
- Auditability: All procurement activities should be open to scrutiny and auditing by appropriate authorities.

### **5. COMPLIANCE WITH LAWS AND POLICIES**

- Adherence to procurement regulations: Follow all municipal, state, and federal procurement laws, as well as internal policies.
- Ethical training: Stay informed about the latest procurement laws, ethical guidelines, and best practices.

### **6. CONFIDENTIALITY**

- Protection of sensitive information: Safeguard proprietary information provided by suppliers or bidders.

Respect for data privacy: Ensure compliance with regulations governing the confidentiality of procurement records and information.

## 7. SUSTAINABILITY AND PUBLIC BENEFIT

- Promote ethical sourcing: Encourage the procurement of goods and services from responsible and sustainable sources.
- Value for taxpayers: Focus on achieving the best value for the community while considering long-term impacts.

## 8. PROFESSIONAL ORGANIZATION'S CODE OF ETHICS

- Municipal procurement staff often follow codes of conduct aligned with professional organizations such as the National Institute of Governmental Purchasing (NIGP), Ontario Public Buyers Association or the Institute for Supply Management (ISM). These codes of ethics provide detailed guidelines tailored to public-sector procurement professionals. Click links below:

[NIGP Code of Ethics](#)

[OPBA Code of Ethics](#)

[NISCL](#)

[CPPC](#)

[UPPCC](#)

[ISM Principles and Standards of Ethical Conduct with Guidelines](#)