

## **Background/Purpose**

All individuals who undertake purchasing activities on behalf of RVS must do so with integrity, accountability, transparency and with the utmost consideration for the responsible spending of public dollars. RVS values ethical behavior in all dealings with the public, suppliers and employees. All people who make purchases for RVS must adhere to the following core values of RVS.

## **Procedure**

### **1. Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply management activities must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all supply management activities within and between RVS departments, suppliers and schools.

### **2. Accountability and Transparency**

Supply management activities must be open and accountable. In particular, contracting and purchasing activities must be fair, open, and 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.

### **3. Personal Gain**

Employees shall not use their authority or office for personal gain. No individuals shall benefit from engaging in purchasing activities on behalf of RVS. An individual may not seek to profit by way of incentive packages, rebates or free items while undertaking purchasing activities on behalf of RVS. Specifically, individuals may not purchase RVS equipment or goods using a personal credit card in an attempt to earn promotional or travel points. The RVS Corporate Pcard is the method of purchase for credit card transactions.

### **4. Compliance**

All individuals involved in purchasing or other supply management activities must comply with this Code of Ethics and the Laws of Canada and Alberta. Actions or activities purposefully undertaken by an individual to circumvent AP5201 Purchasing Limits of Authority, and any accompanying resources will result in disciplinary actions and possible dismissal.

### **5. Conflict of Interest**

Any personal interest which may reasonably be deemed by others to impinge on an employee's impartiality in any matter relevant to their duties should be declared to their immediate supervisor. Employees are expected in all regards to conduct their duties with impartiality.

Employees are in conflict of interest if they take part in a decision knowing that the decision might further a private interest of the employee.

**6. Confidentiality and Accuracy of Information**

The confidentiality of information received in the course of duty must be respected and should not be used for personal gain. Information given in the course of duty should be fair and not designed to mislead.

**7. Business Gifts / Hospitality**

Moderate hospitality is an accepted courtesy of a business relationship, and includes the normal exchange of hospitality between persons doing business together. However, recipients should not allow even the perception of being influenced in making a business decision as a consequence of accepting such hospitality. No employee shall permit any influence which could conflict with the best interest of RVS or prejudice RVS' reputation.

*Resources:*

- NIGP code of Ethics