

## **Memorial University of Newfoundland Purchasing Code of Ethics**

### **Effective March 13, 2014**

To ensure the procurement of goods and services provides the best value to Memorial University and is undertaken in an open competitive and ethical manner while remaining in full compliance with legislation, the following purchasing code of ethics should be followed.

- Consider first the interest of Memorial University in all transactions
- Obtain best value for each dollar spent over the life of the acquisition
- Conduct business with vendors in a fair, open, and non-prejudicial manner
- A purchase decision should not be influenced by benefits offered that are unrelated to the purchase.
- Ensure that any personal interests in a purchase transaction are declared as per the *Conflict of Interest* policy and that these interests do not impinge on the impartiality of the purchase decision
- Protect the reputation and integrity of the individual and Memorial University by not accepting personal favors, gifts, and gratuities except those of small intrinsic value
- Create an atmosphere of honesty and integrity in the purchase and sales relationship and denounce all forms of improper business practices
- Provide a prompt and courteous reception to all who contact Memorial University on legitimate business
- Make a reasonable effort to obtain equitable settlement of any controversy with a vendor
- Protect Memorial University's interest by ensuring that vendors honor all terms of their contracts
- Recognize our responsibility to environmental and social issues consistent with Memorial University's values and objectives