

SECTION:	FINANCE	POLICY NUMBER:	FN 10-065
SUB-SECTION:	The Purchasing Cycle	EFFECTIVE DATE:	2010-04-01
SUBJECT:	Supply Chain Code of Ethics	LAST REVISION DATE:	2011-03-31

**POLICY:**

**Cornwall Community Hospital Supply Chain Code of Ethics**

**Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply chain-related activities will act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence will be integral to all supply chain activities within and between Cornwall Community Hospital (CCH), suppliers and other stakeholders. Respect will be demonstrated for each other and for the environment. Confidential information will be safeguarded. All participants will refrain from engaging in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

**Accountability and Transparency**

Supply chain activities will be open and accountable. In particular, contracting and purchasing activities will be fair, 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.

**Compliance and Continuous Improvement**

All individuals involved in purchasing or other supply chain-related activities will comply with this Code of Ethics and the laws of Canada and Ontario. All individuals will continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

**PROCEDURE:**

**Supply Chain Code of Ethics — Compliance Checklist**

The following checklist will ensure the key elements of the *Supply Chain Code of Ethics* are adopted.

Cornwall Community Hospital will ensure that the *Supply Chain Code of Ethics*:

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1. Is distributed to all employees involved in supply chain activities, including but not limited to CCH departments such as:
  - Materiel Management;
  - Stores Department;
  - Planning and Logistics;
  - Accounts Payable;
2. Is communicated to all individuals outside the above departments who are involved in purchasing and other supply chain-related activities;
3. Is communicated to all members of the professional staff who are involved in purchasing and other supply chain-related activities;
4. Is visible in procurement or materials management departments;
5. Is electronically available to all employees of the organization through the Intranet;
6. Contains all the elements found under Personal Integrity and Professionalism;
7. Contains all the elements found under Accountability and Transparency; and
8. Contains all the elements found under Compliance and Continuous Improvement.

APPENDICES:	
REFERENCE DOCUMENTS:	Ministry of Finance of Ontario Supply Chain Directives
REPEALED POLICIES:	
APPROVAL PROCESS:	Senior Administration Team – March 22, 2011 Finance and Audit Committee – March 30, 2011 Board of Directors – March 31, 2011
APPROVAL SIGNATURE:	Jeanette Despatie Chief Executive Officer

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