

The Professional Ethics

It is the policy of (Name of Organisation) that all procurement activities are carried out to the highest professional, ethical and moral standards and in compliance with all legal requirements

Conflict of Interest

(NAME OF ORGANISATION) staff must avoid conflicts - actual or potential - between the interests of the organisation and their own personal financial interests.

Employees, officers or agents must not take part in selecting, awarding or administering any organisation or contract in which they or their immediate family, partners have a financial interest; or with whom they are negotiating; or with which they have any arrangement concerning prospective employment. Procurement staff must perform their duties without undue influence from any member of staff. All (NAME OF ORGANISATION) staff shall sign a Conflict of Interest statement at the beginning of every financial year.

The (Country Director)/Programme Director should handle any conflict of interest issues that arise.

It is (NAME OF ORGANISATION) Policy to maintain and practise the highest possible Standards of Conduct in Business Ethics, using professional courtesy and competence in all our dealings. This includes relations with actual and potential suppliers. As a non-profit organisation, it is imperative that (NAME OF ORGANISATION) employees go beyond the business community's expectations regarding standards of conduct and business ethics when dealing with suppliers. At a minimum, at all times, applicable laws must be carefully observed. The mere appearance of an ethical impropriety should be avoided.

Integrity

(Name of Organisation) staff or agents must neither solicit nor accept gratuities, gifts, favours or anything of monetary value from contractors or potential contractors. In the event of any breach of these standards, the employee or agent concerned will be liable to reimburse (NAME OF ORGANISATION) with the monetary value gained and may be subject to summary dismissal or other appropriate disciplinary action.

The only exception to this rule is inexpensive public relations gifts, valued at less than \$25 US, such as business diaries, calendars or pens.

Confidentiality

All information received by the procurement personnel/committees shall be kept strictly confidential.

Declaration of Interests

Staff should declare any interests and withdraw from processes related to any issues that would result in a conflict of interest.

Supplier Relations and Ethical Practices

In personal contacts with the suppliers, each employee is a natural extension of (NAME OF ORGANISATION)'s philosophies and practices and should reflect these while representing the interest and needs of all departments. In this regard, all (NAME OF ORGANISATION) employees, when dealing with suppliers and their representatives, should observe the following:

- Business will be conducted ethically in a manner above reproach, with total impartiality and no preferential treatment
- Maintaining the integrity and confidentiality of the procurement process is of paramount importance

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- The conduct of staff should not create any suspicion of conflict between professional duty and personal interest
- Bids shall not be solicited from, nor contracts awarded to, any company that is owned, controlled or actively influenced by any (Name of Organisation) employee, or by an immediate relative of that employee
- If a supplier participates in developing or drafting specifications, these must be kept as generic as possible so as to avoid unfair advantage to the supplier who assisted in their preparation
- Promote fair, ethical and legal trade practices
- Be prompt and courteous, working in an atmosphere of good faith and equal treatment, with no intentional misrepresentation
- Treat all information received from suppliers in the strictest confidence. Guarantee the confidentiality of all specifications and price quotations received
- Do not take advantage of supplier's errors, but show cooperation
- Avoid causing needless expenses or inconvenience when requesting offers or proposals
- Declare 'for information purposes only' if the request will not result in the award of a contract
- Remain absolutely free from obligations to any supplier

Make every reasonable effort to negotiate an equitable and mutually agreeable settlement if there is any controversy with a supplier.