

## **Ethical Procurement Policy**

- ❑ To maintain the highest standard of integrity in all business relationships.
- ❑ To reject any business practice which might reasonably be deemed improper.
- ❑ To foster the highest standards of professional competence amongst those responsible for procurement.
- ❑ To enhance the proficiency and stature of the organisation by acquiring and applying knowledge in the most appropriate way.
- ❑ To comply with both the letter and intent of:-
  - \* The laws of the countries being dealt with;
  - \* Agreed contractual obligations;
  - \* Professional practice.
- ❑ Goods and services should be purchased which:-
  - \* Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.
  - \* Not to engage with suppliers that sell or manufacture anti- personnel mines or components utilised in the manufacture of anti-personnel mines.
- ❑ Not to abuse position of authority for personal gain.
- ❑ Declare any personal interest which may affect, or be seen by other to affect, impartiality or decision making.
- ❑ Not to accept inducements or gifts other than items of small value, such as business diaries and calendars.
- ❑ To always declare the offer or acceptance of hospitality and never allow hospitality to influence a business decision.
- ❑ To ensure that the information given is accurate.
- ❑ To respect the confidentiality of information received and not to use it for personal gain.
- ❑ To strive for genuine, fair and transparent competition.
- ❑ To remain impartial in all business dealings and not to be influenced by those with vested interests.