POLICY:

1. PURPOSE

To identify the confidential nature of purchasing and purchasing-related transactions.

2. SCOPE

This policy applies to all McMaster University Employees.

3. GENERAL

It is recognised that most of the transactions relating to Purchasing are of a confidential nature—especially with regard to our suppliers.

It is considered unethical as well as damaging to the University’s position to allow University proprietary information about one supplier’s quotation to pass to another supplier. This possibility is discussed in this manual under Supplier Relations, where the passage of information of this type is prohibited. There are, however, other less direct methods which should be considered. Overheard telephone calls, documents on desks during supplier interviews, and conversations between Procurement Specialist within hearing of suppliers in other offices are some examples. An awareness of this sort of situation should be created so that it may be avoided.

Passage of pricing information from an employee of the University to an employee of a competitor is not only unethical, but is likely to be in violation of one or more of the various antitrust laws and should be scrupulously avoided.

All files within Strategic Procurement are to be maintained in an up-to-date and confidential manner. Access to these files and any other documentation found within the department shall be restricted to those authorized by the Director, Strategic Procurement.