

Complete Policy Title: <b>Ethical Practices</b>	Policy Number: <b>P-170</b>
Approved by: <b>Vice-President (Administration)</b>	Date of Most Recent Approval: <b>Oct, 2016</b> Effective Date: <b>Nov 1, 2016</b>
Date of Original Approval: <b>Oct, 1996</b>	Supersedes/Amends Policy dated: <b>Sept 24, 2008</b>
Responsible Executive: <b>Assistant Vice-President (Administration) &amp; CFO</b>	Enquiries: <b>Strategic Procurement</b>
<i><b>DISCLAIMER:</b> If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

**POLICY:**

**1. PURPOSE**

This policy is to provide guidance to employees engaged in any supplier-related activity concerning ethical practices.

**2. SCOPE**

This policy applies to all employees.

**3. ETHICAL PRACTICES**

The University's suppliers, their products, personnel and services are a natural extension of the University's own resources. It is the responsibility of all employees to maintain the good name of the University; to develop and maintain good relations between the University and its suppliers; and to keep in mind that personal contacts form much of the basis for the supplier's opinion of the University. Integrity and a clear image of unbiased behavior are essential. Consistent care must be exercised to avoid being influenced or seeming to influence by other than product quality, price and service. In personal contacts with the suppliers, each employee represents the University and should reflect and present the interests and needs of all departments. It is essential that the buying power is not abused and it is the Procurement Specialist's obligation to our suppliers to ensure that they all receive fair treatment, thus maintaining McMaster University's reputation for honesty and fairness.