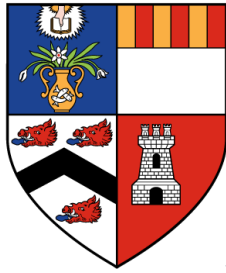


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UNIVERSITY OF ABERDEEN

PROCUREMENT

Code of Ethics

The University of Aberdeen Procurement Code of Ethics is based on those published by the [Chartered Institute of Procurement & Supply \(CIPS\)](#). CIPS is the professional body for the procurement and supply profession and the Code covers all areas of the relationship with suppliers including the need for confidentiality and the concepts of impartiality, honesty, integrity and criminal activities such as bribery, fraud and corruption.

The Code provides the minimum standards which should be met by members of staff when undertaking purchasing/procurement activities. The following list of activities is not exhaustive, but is designed to assist members of staff when considering which activities could fall within the remit of the Code:

- Engaging with suppliers;
- Selecting suppliers;
- Obtaining quotations;
- Evaluating tender/quotation responses;
- Awarding contracts;
- Placing purchase orders;
- Managing suppliers;
- Payment of invoices;
- Sponsorship;
- 'Partnership' working;
- Obtaining goods or services at an initial zero cost from suppliers (e.g. 'free' pieces of work undertaken by consultants);
- Undertaking 'pilot' activities with a supplier (where there is a negligible or reduced upfront financial commitment for an initial period with the likelihood of future more substantial financial commitments, etc.).

Members of staff within Procurement and those in Schools and Directorates with responsibility for purchasing or procurement-related activities should:

- Continually enhance knowledge of all relevant laws and regulations in the countries in which the organisation operates, either directly or indirectly;
- Commit to eradicating unethical business practices including bribery, fraud and corruption;
- Conduct all business relationships with respect, honesty and integrity, and avoid causing harm to others as a result of business decisions;
- Treat all stakeholders fairly and impartially, without discrimination or favour;
- Actively support and promote corporate social responsibility (CSR);

- Avoid any business practices which might negatively impact the reputation of the University;
- Ensure procurement decisions minimise any negative impact on human rights and the environment;
- Declare any personal interest in a procurement or commercially related decision;
- Respect the confidentiality of information received and never use it for personal gain;
- Remain impartial in all business dealings and not be influenced by those with vested interests
- Practise due diligence in all business undertakings;
- Accept accountability and take ownership of business ethics;
- Foster a culture of leadership by example;
- Take steps to prevent, report and, if appropriate, remedy unethical practices.

Members of staff must raise any matter of concern of an ethical nature with their immediate line manager, another senior colleague, or the Procurement Team if appropriate, irrespective of whether it is explicitly addressed in the Code.

February 2021