

BUSINESS

Purchasing

1.0 It is the objective of the Board to ensure that all goods and services are procured at the most economical value, with consideration given to price, quality, quantity, delivery, market trends and environmental concerns, while exercising leading purchasing methods and procedures available to the Board in compliance with all Federal, Provincial and local government directives, policies and regulations.

1.1 Where feasible and economical, purchases are to be co-ordinated with other School Boards and public agencies.

1.2 Code of Ethics

To promote and ensure an ethical, professional and accountable supply chain:

a) Personal Integrity and Professionalism

All employees of the Durham District School Board participating in purchasing activity shall act with integrity and professionalism at all times. Honesty, care and due diligence is an integral part of all supply chain activities conducted within the Board and between Broader Public Sector organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information is safeguarded and protected. All participants will not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favors (Reference Policy #3314 and Policy #3316), providing preferential treatment, or publicly endorsing suppliers or products.

b) Accountability and Transparency

Contracting and purchasing activities conducted by the Durham District School Board are fair, transparent and conducted with a goal of obtaining the overall best value for the Board. The supply chain activities are open and accountable.

c) Compliance and Continuous Improvement

All members of the Durham District School Board's Purchasing Department are mandated to comply with this Code of Ethics and the laws of Canada and related jurisdictions. All employees strive to continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and share leading practices. Members of the Purchasing Management Association of Canada, and the Ontario Public Buyers Association within the Board Purchasing Department must also comply with the Code of Ethics as set forth by each Association.

1.3 In accordance with Section 217 (1-3) of the Education Act of the Province of Ontario (2010):

Promotion or sale of books, etc., by employees of board or Ministry to board, pupil, etc., prohibited

[217. \(1\)](#) No teacher, supervisory officer or other employee of a board or of the Ministry shall, for compensation of any kind other than his or her salary as such employee, promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teachers' college, or to any pupil enrolled therein. R.S.O. 1990, c. E.2, s. 217 (1).

Exception for authors

[\(2\)](#) Subsection (1) does not apply to a teacher, supervisory officer or any other employee in respect of a book or other teaching or learning materials of which he or she is an author where the only compensation that he or she receives in respect thereof is a fee or royalty thereon. R.S.O. 1990, c. E.2, s. 217 (2).

Employment of employee of board or Ministry to promote sale of books, etc., to board, pupil, etc., prohibited

[\(3\)](#) No person or organization or agent thereof shall employ a teacher, supervisory officer or other employee of a board or of the Ministry to promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teachers' college, or to any pupil enrolled therein, or shall, directly or indirectly, give or pay compensation to any such teacher, supervisory officer or employee for such purpose. R.S.O. 1990, c. E.2, s. 217 (3).

Appendix:

None

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