



Code of Conduct for Buyers

The Code of Conduct for Buyers is based upon the Chartered Institute of Procurement & Supply (CIPS) Code of Conduct*, applied to all areas of the relationship with suppliers and other stakeholders.

Buyers must act to:

1. Enhance the standing of the University, by:

- Never engaging in conduct, either professional or personal, which would bring the University into disrepute.
- Not accepting inducements or gifts (other than any declared gifts of nominal value which have been sanctioned by my employer).
- Not allowing offers of hospitality or those with authority or vested interests to influence, or be perceived to influence, my business decisions.

2. Maintain the highest standard of integrity, by:

- Rejecting any business practice which might reasonably be deemed improper.
- Never using my authority or position for my own financial gain
- Detecting and declaring any personal interest that might affect, or be seen by others to affect, impartiality in decision making.
- Ensuring that the information I give in the course of my work is accurate and not misleading.
- Never breaching the confidentiality of information that I receive in a professional capacity.
- Striving for genuine, fair, and transparent competition.
- Being truthful about my skills, experience, and qualifications.

3. Eradicate unethical practices, by:

- Fostering awareness of human rights, fraud, and corruption issues in all my business relationships.
- Responsibly managing any business relationships where unethical practices may come to light and taking appropriate action to report and remedy them.
- Undertaking due diligence on appropriate supplier relationships in relation to unethical practises.

4. Enhance the proficiency of procurement, by:

- Continually developing and applying knowledge to increase personal skills and those of the organisation.
- Fostering the highest standards of professional competence amongst those for whom I am responsible or work alongside.
- Optimising the responsible use of resources which I have influence over for the benefit of my organisation.

5. Ensure full compliance with laws and regulations, by:

- Adhering to the law, and in instances where there is no relevant law in place, I will apply the standards inherent in this code.
- Fulfilling agreed contractual obligations.

*The Chartered Institute of Procurement & Supply (CIPS) is the professional body for the procurement and supply profession. Citation: [Cips Code of Conduct | CIPS](#)