



## STATEMENT OF PROCUREMENT ETHICS

### Application

Where there is any doubt about the application of this statement, further advice should be sought from the Procurement Team.

This statement is applicable to University staff (Buyers), and to the University's suppliers.

Ethical procurement is addressed via the University's Code of Conduct for Buyers, and Code of Conduct for Suppliers. Both Codes are published on the University's website.

### A Buyer is....

Any member of staff within Procurement, and those in any other function of the University with responsibility for purchasing or procurement-related activities.

### A Supplier is....

Any organisation, or person, that is able to (or potentially could) provide works, supplies, or services to the University.

### Procurement activities are....

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 Codes of Conduct:

- Supplier engagement, including:
  - Information exchanges, requesting tenders (quotations) etc.
  - Specifying and requesting tenders/quotations.
  - Evaluating tenders, selecting suppliers, awarding, and managing contracts.
  - Raising purchase requisitions, and payment of invoices
- In addition to the purchase and supply of Works, Goods and Services, procurement activities occur in other areas, including:
  - Sponsorships.
  - Partnerships.
  - Research.
  - Goodwill / zero cost initiatives (e.g. 'free' pieces of work undertaken by consultants).
  - 'Pilot' activities (negligible initial commitment likely leading to substantial future commitments).

### Escalation

Staff that identify any concerns about ethical matters must, as appropriate, inform their line manager, other senior colleague, or the Procurement Team.

## **Code of Conduct for Buyers**

The University is a Contracting Authority, and as such its procurement activities are bound by statutory legislation.

At all times buyers will comply to the relevant legislation (The Public Contracts Regulations 2015, The Procurement Act 2023, Procurement Regulations 2024, etc.).

In instances where no statutory legislation is applicable, buyers will comply with the university's Financial Procedures

Buyers will regard the principles of Public procurement, which are:

- equal treatment,
- non-discrimination,
- transparency,
- proportionality,
- mutual recognition.

The minimum standards and practices we set ourselves are described in the University's published 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.

The Code informs that Buyers must act to:

- Enhance the standing of the University.
- Maintain the highest standard of integrity.
- Eradicate unethical practices.
- Enhance the proficiency of procurement.
- Ensure full compliance with laws and regulations.

Where there is any doubt about which legislation or rule applies, advice should be sought from the Procurement Team.

## **Code of Conduct for Suppliers**

In accordance with the University's published Code of Conduct for Suppliers:

The supplier must manage its business lawfully in any country in which it operates.

The university has adopted the "Sustain Supply Chain Code of Conduct" which sets out the minimum standards and practices we require from our suppliers, in addition to commercial terms.

These codes are applicable to all suppliers, who are expected invoke the same values upon their own suppliers, subcontractors, and partners.

Where the provisions of law, ethics, and the codes address the same issue, the most stringent provision shall apply.