



Crown Sector Procurement - Code of Conduct

Issued Date: December 8, 2015

Authority

The Crown Corporations Act, 1993
Cabinet Minute - # 2262
CIC Board Minute - #182/2015

Applicability

This policy applies to CIC and its subsidiary Crown corporations and their subsidiaries for all procurement of goods, services, and construction whether by purchase, contract, or lease.

Purpose

The purpose of this policy is to ensure:

- When procuring goods, services and construction, Crown corporations demonstrate the Government of Saskatchewan's behavioral and ethical standards of:
 - Fairness;
 - Accountability;
 - Honesty;
 - Integrity; and,
 - Compliance with established principles of law and trade agreements.

Policy

Crown corporations shall ensure their current codes of conduct policies and procurement practices reflect the Government of Saskatchewan's:

- Standards and expectations for employees who conduct procurement activities on behalf of the Crown corporation; and,
- Standards and expectations for vendors who participate in procurement opportunities.

Policy guidelines are established in the attached minimum Standards/Application Guide.

Administrative Information

Contact: Director, Performance Management & Financial Analysis, 306-787-2714

Reviewed: February 4, 2016

Crown Sector Procurement Code of Conduct - Minimum Standards/Application Guide

1) Policy Guidelines

Each Crown corporation shall review existing policies and amend them, where necessary, to include any standards outlined in this policy, should they not be sufficiently addressed, no later than March 31, 2016.

2) Standards of Procurement Practice - Crown Corporations

Employees of Crown corporations are expected to conduct business in a manner that reflects the standards of Crown corporation, and the Government of Saskatchewan, and the best value to the Crown corporation.

Employees of the Crown corporations are expected to conduct all procurement activities:

- In accordance with the law and the Crown corporation's legal, trade and policy obligations;
- With competence and professionalism;
- In an ethical fashion avoiding:
 - unethical or compromising behaviors or appearances of unethical or compromising behaviors;
 - conflicts of interest or situations that may be perceived to be conflicts of interest. Employees are to report such situations to the employee's supervisor when the employee is aware of the potential of a conflict of interest in accordance with the rules established by the public entity for the management of such matters;
- In a fair, balanced, and respectful manner and ensure that decisions and evaluations are undertaken in an objective, unbiased fashion in accordance with the requirements and specifications outlined in the procurement request; and,
- In accordance with the Crown corporation's values and policies.

Employees of the Crown corporations are also expected to:

- Ensure the Crown corporation is provided with options to consider for procurement, including making use of relevant, flexible and appropriate procurement processes where appropriate; and,
- Be open to considering new ideas, business solutions and lawful ways of doing business that may better serve the public entity and the vendor community.

3) Standards of Procurement Practice - Business Partners

Just as there are standards for Crown corporation employees who conduct procurement activities, certain behaviors are also expected from vendors. In particular, vendors are expected to:

- Avoid unethical or compromising actions and behaviors or the appearance of unethical or compromising actions and behaviors in the conduct of business relationships with the Crown corporations;
- Avoid conflicts of interest or situations that may be perceived to be conflicts of interest;
- Not engage in any activity that compromises a Crown corporation's ability to run a fair procurement process, including:
 - attempting to influence an employee of a Crown corporation or any public official to act in an improper manner or to improperly influence an evaluation process;



- participating in any prohibited communications during a procurement process;
or,
- submitting inaccurate or misleading information in response to a procurement opportunity;
- Act in accordance with the law;
- Fulfill all resulting contractual obligations in a professional and competent manner and in accordance with the terms and conditions of the contract; and,
- Be respectful in their dealings with the Crown corporations.