

Code of Conduct applying to the procurement of Goods, Services and Works.

Scope: This Code of Conduct shall apply to any person(s) or organisation(s), internal or external to the University, engaged in the specifying and sourcing of goods, works and services, evaluation and appointment of suppliers either directly or indirectly for or on behalf of the University of Central Lancashire.

In order to ensure compliance with the Code of Conduct, I will;

Enhance and protect 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 the University)
- not allowing offers of hospitality or those with vested interests to influence, or be perceived to influence, my business decisions
- being aware that my behaviour outside my professional life may influence how I am perceived as a professional

Maintain the highest standard of integrity in all business relationships, by:

- rejecting any business practice which might reasonably be considered improper
- never using my authority or position at the University for my own financial gain
- declaring to my line manager any personal interest that might affect, or be seen by others to affect, my 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, I receive in a professional capacity
- striving for genuine, fair and transparent competition
- being truthful about my skills, experience and qualifications

Promote the eradication of unethical business 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. This shall require taking appropriate action in the circumstances which may include, but is not limited to, reporting such practices, agreeing actions to remedy such practices or terminating the relationship.
- undertaking due diligence on appropriate supplier relationships in relation to forced labour (modern slavery) and other human rights abuses, fraud and corruption

- continually developing my knowledge of forced labour (modern slavery), human rights, fraud and corruption issues, and applying this in my professional life

Enhance the proficiency and stature of the University, by:

- continually developing and applying knowledge to increase my personal skills and those of the University
- fostering the highest standards of professional competence amongst those for whom I am responsible
- optimising the responsible use of resources which I have influence over for the benefit of the University

Ensure full compliance with laws and regulations, by:

- adhering to the laws of the countries in which I operate, and in countries where there is no relevant law in place, I will apply the standards set by the University.