

Professional Code of Ethics for Procurement Professionals (CHIPS)

Introduction

u8232 1. Members of the Institute undertake to work to exceed the expectations of the following Code and will regard the Code as the basis of best conduct in the Purchasing and Supply profession.

2. Members should seek the commitment of their employer to the Code and seek to achieve widespread acceptance of it amongst their fellow employees.

3. Members should raise any matter of concern of an ethical nature with their immediate supervisor or another senior colleague if appropriate, irrespective of whether it is explicitly addressed in the Code.

Principles

u8232 4. Members shall always seek to uphold and enhance the standing of the Purchasing and Supply profession and will always act professionally and selflessly by:

maintaining the highest possible standard of integrity in all their business relationships both inside and outside the organisations where they work;

rejecting any business practice which might reasonably be deemed improper and never using their authority for personal gain;

enhancing the proficiency and stature of the profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behaviour;

fostering the highest possible standards of professional competence amongst those for whom they are responsible;

optimising the use of resources which they influence and for which they are responsible to provide the maximum benefit to their employing organisation;

complying both with the letter and the spirit of:

the law of the country in which they practise;

Institute guidance on professional practice;

contractual obligations;

5. Members should never allow themselves to be deflected from these principles.

Guidance

u8232 6. In applying these principles, members should follow the guidance set out below:

Declaration of interest - Any personal interest which may affect or be seen by others to affect a member's impartiality in any matter relevant to his or her duties should be declared.

Confidentiality and accuracy of information - The confidentiality of information received in the course of duty should be respected and should never be used for personal gain. Information given in the course of duty should be honest and clear.

Competition - The nature and length of contracts and business relationships with suppliers can vary according to circumstances. These should always be constructed to ensure deliverables and benefits. Arrangements which might in the long term prevent the effective operation of fair competition should be avoided.

Business gifts - Business gifts, other than items of very small intrinsic value such as business diaries or calendars, should not be accepted.

Hospitality - The recipient should not allow him or herself to be influenced or be perceived by others to have been influenced in making a business decision as a consequence of accepting hospitality. The frequency and scale of hospitality accepted should be managed openly and with care and should not be greater than the member's employer is able to reciprocate.

Decisions and Advice

u8232 7. When it is not easy to decide between what is and is not acceptable, advice should be sought from the member's supervisor, another senior colleague or the Institute as appropriate. Advice on any aspect of the Code is available from the Institute.

This Code was approved by the Council of CIPS on 16 October 1999.