



Waterfront Toronto Procurement Code of Ethics

Introduction

All Waterfront Toronto staff and contractors (i.e., any party with whom Waterfront Toronto contracts) shall abide by the following Values and Norms of Ethical Behaviour governing model purchasing behaviour. This Professional Code of Ethics is binding upon all Waterfront Toronto staff and contractors when working on behalf of the Corporation.

Values of Ethical Behaviour

All Waterfront Toronto staff and consultants will operate and conduct their decisions and actions based on the following values:

1. **Honesty/Integrity** – Maintaining an irreproachable standard of integrity in all their business relationships both inside and outside Waterfront Toronto;
2. **Professionalism** – Modeling the highest standards of professional competence in their own behaviour and fostering such competence amongst those for whom they are responsible;
3. **Responsible Management** – Optimizing the use of resources for which they are responsible so as to provide the maximum benefit and value-for-money to Waterfront Toronto;
4. **Serving the Public Interest** – Not using their authority of office for personal benefit; rejecting and denouncing any business practice that is improper; and
5. **Conformity to the Laws** in terms of:
 - a) The laws of Ontario, Canada;
 - b) Waterfront Toronto's Procurement Policy; and
 - c) Contractual obligations.

Norms of Ethical Behaviour

1. To be honest and ethical in all transactions and carry out the established policies and procedures of Waterfront Toronto.
2. To be receptive to competent counsel from one's colleagues fostering a collegial work environment.
3. To buy without prejudice, seeking to obtain the maximum value for each dollar of expenditure.
4. To strive for increased knowledge of the materials and processes of manufacture, and to establish practical procedures for the performance of one's responsibilities.
5. To subscribe to and work for honesty in buying and selling and to denounce all forms of improper business practice.
6. To accord a prompt and courteous reception to all who call on a legitimate business mission.

Rules of Conduct

1. **Declaration of Interest** – Any personal interest which may impinge or might reasonably be deemed by others to impinge on a Waterfront Toronto staff or consultant's impartiality in any matter relevant to his or her duties at Waterfront Toronto should immediately be declared to Waterfront Toronto.
2. **Confidentiality and Accuracy of Information** – The confidentiality of information received in the course of duty must be respected, and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead.
3. **Competition** – Any arrangement which might prevent the effective operation of fair, open and transparent procurement, in accordance with Waterfront Toronto's Procurement Policy, should be avoided.
4. **Business Gifts and Hospitality** – To preserve the image and integrity of the Waterfront Toronto staff or contractor, business gifts should not be accepted.
5. **Discrimination and Harassment** – No Waterfront Toronto staff or contractor shall knowingly participate in acts of discrimination or harassment toward any person.
6. **Environmental Issues** – Waterfront Toronto staff and contractors shall recognize their responsibility to environmental issues consistent with Waterfront Toronto's corporate goals and sustainability policy.