



Evaluator's Code of Conduct & Conflict of Interest Agreement

Date:

RFP Number:

Evaluator:

List of Respondents: See attached list of Bidders

Code of Conduct

In fulfilling my duties as a participant in the above-named RFSQ process, I have read the Broader Public Sector (BPS) Supply Chain Code of Ethics. I am required to observe high standards of conduct and avoid impropriety or the appearance of impropriety so that the integrity and impartiality are preserved.

This will require that I:

- act honestly and fairly in the conduct of my duties;
- be independent and impartial at all times;
- not be influenced by self-interest, outside pressure, political considerations or fear of criticism;
- not allow any past or existing financial, business, professional, family or social relationships or responsibilities influence my conduct or judgment;
- assist and be collegial to colleagues in the performance of their duties;
- respect all members of the project team in the exchange of views, information and opinions that take place throughout the project; and
- conduct myself in a manner that is transparent and accountable.

Confidentiality

The information that I have access to be used solely for the purpose for which they were created or obtained and shall not be disclosed, utilized, directly or indirectly, after expiry or termination of the project, except and solely:

- upon mutual agreement of the parties to the disclosure of such information;
- as may be required pursuant to an arbitration or to a court in respect of a dispute; and
- to the extent that any such information is generally known or available to the public or is required by law or legal process.

Conflict of Interest

** A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of an individual. A conflict of interest may be real, potential, or apparent in nature. A real conflict of interest arises where an individual has a private or personal interest, for example, a close family connection or financial interest with a respondent. A potential conflict of interest may arise when an individual has a private or personal interest such as an identified future commitment with a respondent. An apparent conflict of interest may exist when a reasonable well-informed person has a reasonable belief that he or she has a conflict of interest, even if there is no real conflict.

The individual must check the applicable box below:

- The individual declares that he/she has a conflict of interest.
- The individual declares that he/she does not have a conflict of interest.

Signed By:

Name	Title	Date
Signature		

BROADER PUBLIC SECTOR (BPS) SUPPLY CHAIN CODE OF ETHICS

Personal Integrity and Professionalism

All Lakehead District School Board employees involved in purchasing or other supply chain-related activities must act and be seen to act with integrity and professionalism at all times. Honesty, care, and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers, and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

Accountability and Transparency

Supply chain activities must be open and accountable. In particular, tendering, contracting, and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient, and effective manner.

Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and related jurisdictions. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.