

Code of Ethics

Acknowledgements – Chartered Institute of Purchasing and Supply, Institute for Supply Management

Persons engaged in any aspect of Purchasing and Supply Chain Management on behalf of ASD Sourcing Limited shall never use their authority for personal gain and shall seek to uphold and enhance the standing of ASD Sourcing Limited by:

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- Demonstrate loyalty to **ASD Sourcing Limited** by diligently following the lawful instructions of the employer, using reasonable care and granted authority.
- Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of **ASD Sourcing Limited**.
- Avoid soliciting or accepting money, loans, credits or preferential discounts and the acceptance of gifts, entertainment, favors or services from present or potential suppliers that might influence, or appear to influence, Purchasing and Supply Chain Management decisions.
- 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.
- Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations. Information given in the course of duty should be honest and clear.
- Promote positive supplier relationships through courtesy and impartiality.
- Avoid improper reciprocal agreements and any arrangements which might in the long term prevent the effective operation of fair competition.
- Know and obey the letter and spirit of laws applicable to Purchasing and Supply Chain Management.
- Encourage support for socially diverse practices; however **ASD Sourcing Limited** will not contract with village co-operatives.
- Conduct Purchasing and Supply Chain Management activities in accordance with national and international laws, customs and practices, contractual obligations, **ASD Sourcing Limited** policies and these ethical principles and standards of conduct.
- Develop and maintain professional competence and fostering the highest possible standards of professional competence amongst those for whom they are responsible.
- Enhance the stature of the Purchasing and Supply Chain Management profession.
- 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.