



Ian Firth Hardware Limited  
Lady Ann House, Shaw Cross Business Park  
Dewsbury, West Yorkshire WF12 7RD  
T: +44 (0)1924 438112 F: +44 (0)1924 438033  
E: [enquiries@ianfirth.co.uk](mailto:enquiries@ianfirth.co.uk)  
[www.ianfirth.co.uk](http://www.ianfirth.co.uk)

## Ethical Sourcing Policy

Staff employed by Ian Firth Hardware Ltd involved in the procurement of goods and services must conduct themselves in an ethical manner in accordance with the CIPS Code of Conduct (10 Sep 2013).

By doing this staff must agree to :

### **enhance and protect the standing of the profession, by:**

- never engaging in conduct, either professional or personal, which would bring the profession or the Chartered Institute of Procurement & Supply into disrepute
- not accepting inducements or gifts (other than any declared gifts of nominal value which have been sanctioned by my employer)
- 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 have an effect on 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 deemed improper
- never using my authority or position 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, and taking appropriate action to report and remedy them
- 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 profession, by:**

- continually developing and applying knowledge to increase my personal skills and those of the organisation I work for
- 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 my organisation.

### **ensure full compliance with laws and regulations, by:**

- adhering to the of countries in which I practice, and in countries where there is no relevant law in place I will apply the standards inherent in this Code
- fulfilling agreed contractual obligations
- following CIPS guidance on professional practice

Ian Firth  
Chairman