



Code of Conduct for Company Representatives working within NHS Greater Glasgow & Clyde

The following guidelines and code of conduct are intended to ensure hospital staff are not distracted from their primary role of delivering patient care. Any compromise of these guidelines may result in exclusion of the sales representative, or company, from premises of NHS Greater Glasgow and Clyde Health Board.

1. The supplier shall not offer or give any gift or consideration of any kind to any person in the Board's employ as an inducement for obtaining or execution of any contract for the Board. Only inexpensive gifts outlined in the Board guidelines may be accepted (i.e. small value stationary items).
2. The supplier shall make an appointment with the appropriate department or person and adhere to any local arrangements that have been put in place. No supplier representative is allowed in any board department unsupervised.
3. The supplier should be aware that all discussions are conducted 'without prejudice' and that no contractual obligation, by any person, can be made without the issue of a purchase order or formal contract.
4. Suppliers cannot leave sample products with NHS Greater Glasgow and Clyde staff. Products will only be evaluated following approved Evaluation Request Form via an official Product Review Committee or Technical user Group. Only products covered by a valid purchase order or contract will be insured and paid for by the Board. NHS Greater Glasgow and Clyde Health Board conditions of contract shall apply at all times.
5. The supplier's attention is drawn to the Liability and Indemnity clause contained within NHS Greater Glasgow and Clyde Health Board [conditions of contract](#). This will apply on all occasions and may be supplemented with additional documentation.
6. Should Clinical Staff wish to evaluate a product, this will be subject to a product review process and should follow the appropriate governance route. Suppliers may assist with completion of Evaluation Request Forms, however this is an internal process which is clinically led.
7. Any local conduct arrangements notified to the supplier, verbally or in writing, must be strictly adhered to.

Staff within NHS Greater Glasgow & Clyde must operate within the Board's [Standards of Business Conduct](#) which in summary, means that they must ensure that they:

1. Safeguard the interest of patients at all times
2. Remain impartial and honest in the conduct of their business
3. Use the public funds entrusted to them to the best advantage of the service, always ensuring value for money
4. Do not abuse their official position for personal gain or to benefit their family and/or friends
5. Do not seek to advantage or further their private business or other interests, in the course of their official duties.

For further information and key points of contact, please visit:

<https://www.nhsggc.scot/about-us/procurement>