

## PERSONNEL

5272

### Food Service Department Code of Conduct

The Charter School will conduct all procurement transactions in compliance with the regulations and state laws included in Title 2, *Code of Federal Regulations (2 CFR)*, sections 200.318(c)(1)(2), and 400.2(b)(1).

Employees, officers, and agents of the Charter School who participate in the selection, award, or administration of a contract must read, sign, and agree to abide by the Charter School Code of Conduct annually, by September 1 of each year.

Conflict of Interest Policy: No employee, officer, or agent of the Charter School may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Gratuities, Favors, and Gifts Policy: The officers, employees, and agents of the Charter School may never solicit gratuities, favors, gifts or anything of monetary value from contractors or parties to subcontracts. However, officers, employees, and agents of the Charter School may accept unsolicited gratuities, favors, and gifts when the value is nominal, which the Charter School has established as \$25 or less per gift, not to exceed \$200 per vendor per school year.

The terms gratuities, favors, and gifts include discounts, entertainment, hospitality, loans, forbearance, services, training, transportation, lodging, and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

No gift or prize over the documented value of over \$25 can be accepted. If a gift or prize is received that is over the \$25 limit, the gift must be returned to the vendor with an explanation provided as follows: Thank you for your gift; however, the Charter School staff is not allowed to accept gratuities, favors, or gifts that exceed \$25 per gift or \$200 cumulatively per school year.

All gifts are to be documented and reported on the Charter School Gift Form, maintained by the Charter School Food Service Department's Administrative Assistant. These forms are to be kept for a minimum of the current year plus three additional years.

Disciplinary Action Policy: Penalties for violations of the Charter School Code of Conduct may include any or all of the following:

- Reprimand or other disciplinary action (e.g., suspension without pay) by the Charter School board
- Dismissal by school board
- Additional legal action necessary

Volunteer Policy: If an employee, officer, or agent of the Charter School is found to be in a paid or volunteer capacity in any organization that does business with or receives funds from the Charter School, the employee, officer, or agent is subject to suspension or possible termination.

Organizational Conflict of Interest Policy: Agencies with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, must maintain written standards of conduct covering organizational conflicts of interest.

By signing below annually, I acknowledge that I fully understand and agree to abide by the policies of the Charter School Code of Conduct.

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Officer, Agent, or Employee Name

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Title

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Date

This institution is an equal opportunity provider.

Policy History:

Adopted on: May 17, 2023

Revised on: