**Sample Code of Conduct**

***This document is a sample and is not intended to be all inclusive. The Local Education Agency (LEA) is ultimately responsible to ensure that the code of conduct complies with all Federal Regulations, State General Statutes and local policies.***

**(Local Education Agency Name) Food Service Department**

**Policy Name:** Written Code of Conduct

**Regulations:** 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b)(3), State Procurement Code and Regulations, and (LEA Name) Department of Purchasing.

**Procedures:** The (LEA Name) seeks to conduct all procurement procedures:

* in compliance with stated regulations; and
* to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent must participate in the selection, awards of administration of a contract supported by a Federal award 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.

The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

Based on the severity of the infraction, the penalties could include:

1. Reprimand by Board of Education; (the LEA must provide specifics on how employee will be reprimanded)
2. Dismissal by Board of Education;
3. Any legal action necessary.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:

Contact Name 1

Contact Name 2