**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District**

**Standard of Conduct for Food Service Employees**

The District maintains the following code of conduct for any employees engaged in award and administration of food service contracts supported by federal funds.

**Regulations:** 2 CFR Part 200.318, State Procurement Code and Regulations, and ABC School District Department of Purchasing.

1. The District 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.

1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local 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.
2. The officers, employees, and agents of the non-Federal entity may 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.
3. Employees must behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

Employees found to be in violation of this policy are subject to disciplinary action to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

ABC School district procedures seek to avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

For questions and concerns regarding procurement solicitations, contract evaluation, and award, contact: \_\_\_\_\_\_\_\_\_\_\_\_