

## **FOOD SERVICES STAFF CODE OF CONDUCT (Example 1)**

### **Conflict of Interest**

All employees shall perform their duties in a manner free from conflict of interest to ensure that the school corporation's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school corporation is a party if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the entity selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

### **Staff Gifts and Solicitations**

All employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school corporation. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

### **Violations**

Employees who violate this code of conduct may be subject to discipline, up to and including termination of employment.

LEGAL REFERENCE:       7 CFR 3016.36(b)  
                                  7 CFR 3019.42

## **FOOD SERVICES STAFF CODE OF CONDUCT (Example 2)**

### **CONFLICT OF INTEREST**

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by federal funds through the Child Nutrition Programs of the United States Department of Agriculture.

No employee, officer, or agent of the school corporation shall participate in the selection, award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the entity selected for the award:

- a) School corporation employee, officer, or agent;
- b) Any member of the employee, officer or agent immediate family;
- c) The employee, officer, or agent business partner;
- d) An organization that employs or is about to employ one of above.

School corporation employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts under the Program. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like by school employees is prohibited.

### **DISCIPLINARY ACTION**

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to suspension or dismissal.

LEGAL REFERENCE:       7 CFR 3016.36(b)  
                                  7 CFR 3019.42