



Child Nutrition Programs Written Code of Conduct

The Written Code of Conduct contained on this page will be implemented on _____ and stay in effect until amended. A new code of conduct does not need to be developed every year. However, an annual review of the code of conduct is suggested to assure its relevance to current regulations.

Regulations: 2 CFR Part 200.318(c)(1), Arizona Procurement Code, and the SFA's purchasing department.

The Child Nutrition Program Sponsor must maintain a written code of standards of conduct (2 CFR 200.318(c) (1)) that includes procedures that govern the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by Child Nutrition Program funds.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by Child Nutrition Program funds.

Procedures: The SFA seeks to conduct all procurement in compliance with stated regulations and prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal, State, or local funds 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 SFA and its employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, organizations may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The nominal value set by the SFA is as follows

Disciplinary actions for violation of the Standards of Code of conduct of the SFA are as follows: *(Enter the list of appropriate actions for your organization).*

- a. _____
- b. _____
- c. _____