

PROCEDURE: Code of Conduct for Employees Engaged in Award and Administration of Contracts

- No employee, officer or agent of the school district shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. This includes:
 - 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 above, has a financial or other interest in the firm selected for award.
- Employees will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements.
- If the financial interest is not substantial (\$50 or less) or the gift is an unsolicited item of nominal value (\$50 or less) it is exempt from the above code of conduct. RCW 42.23
- Employees found in violation of this code of conduct will be subject to disciplinary process.

Legal References: 7 CFR 3016.36(b)(3)