

## FOOD SERVICE STAFF CODE OF CONDUCT

### **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 of any food products or services from a contractor for individual use by corporation or food service personnel, other than individual meals during the day, 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  
Date Adopted: December 12, 2022