

# OSPI Child Nutrition Programs Reference Sheet

## Code of Conduct

Child Nutrition Program sponsors are required to develop and implement a written code of conduct designed to govern the performance of employees who engage in procurement activities using federal funds.

### Requirements:

- ✓ Sponsors must implement a written code of conduct that applies to all employees that purchase goods on behalf of the sponsor.
  - May be referred to as the "Conflict of Interest"
- ✓ The Code of Conduct must:
  - Prohibit employees from soliciting or accepting gifts, travel packages, and other incentives from prospective contractors.
  - Prohibit an employee from participating in the selection, award or administration of any contract to which an entity or certain persons connected to them have a real or apparent conflict of interest.
  - Set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value.
  - Include disciplinary actions to be applied in the event the standards are violated.

### Reference:

- ✓ [2 CFR 200.318](#) General Procurement Standards
- ✓ [SP09, CACFP03, SFSP02-2015](#) Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contract

### Resources:

- ✓ [CNS Procurement webpage](#)

### Acronym Reference

-CFR	Code of Federal Regulations
-CNS	Child Nutrition Services
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture