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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>-CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>-CNS</td>
<td>Child Nutrition Services</td>
</tr>
<tr>
<td>-OSPI</td>
<td>Office of Superintendent of Public Instruction</td>
</tr>
<tr>
<td>-USDA</td>
<td>United States Department of Agriculture</td>
</tr>
</tbody>
</table>