

LA CAÑADA UNIFIED SCHOOL DISTRICT FOOD SERVICE DEPARTMENT

CODE OF CONDUCT*

La Cañada Unified School District (LCUSD) will conduct all procurement transactions in compliance with the regulations and state laws included in Title 2, *Code of Federal Regulations* (2 CFR), sections 200.318(c)(1)(2), and 400.2(b)(1), and California *Government Code* (GC), sections 1090 and 87100 et seq.

Employees, officers, and agents of LCUSD who participate in the selection, award, or administration of a contract must read, sign, and agree to abide by the LCUSD Code of Conduct annually, by September 1 of each year.

LCUSD Conflict of Interest Policy: No employee, officer, or agent of LCUSD may participate in the selection, award, or administration of a contract 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.

LCUSD Gratuities, Favors, and Gifts Policy: The officers, employees, and agents of LCUSD may never solicit gratuities, favors, gifts or anything of monetary value from contractors or parties to subcontracts. However, officers, employees, and agents of LCUSD may accept unsolicited gratuities, favors, and gifts when the value is nominal, which LCUSD has established as \$25 or less per gift, not to exceed \$200 per vendor per school year.

The terms gratuities, favors, and gifts include discounts, entertainment, hospitality, loans, forbearance, services, training, transportation, lodging, and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

No gift or prize over the documented value of over \$25 can be accepted. If a gift or prize is received that is over the \$25 limit, the gift must be returned to the vendor with an explanation provided as follows: Thank you for your gift; however, the LCUSD staff is not allowed to accept gratuities, favors, or gifts that exceed \$25 per gift or \$200 cumulatively per school year.

All gifts are to be documented and reported on the LCUSD Gift Form, maintained by the LCUSD Food Service Department's Administrative Assistant. These forms are to be kept for a minimum of the current year plus three additional years.

LCUSD Disciplinary Action Policy: Penalties for violations of the LCUSD Code of Conduct may include any or all of the following:

- Reprimand or other disciplinary action (e.g., suspension without pay) by LCUSD board
- Dismissal by school board
- Additional legal action necessary

LCUSD Volunteer Policy: If an employee, officer, or agent of LCUSD is found to be in a paid or volunteer capacity in any organization that does business with or receives funds from the LCUSD, the employee, officer, or agent is subject to suspension or possible termination.

LCUSD Organizational Conflict of Interest Policy: Agencies with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, must maintain written standards of conduct covering organizational conflicts of interest. Because of the relationship that LCUSD has with our parent company, Gateway Private Schools, LCUSD cannot award a contract or subcontract with Gateway Private Schools as LCUSD may appear to be impartial in conducting the procurement, which is a conflict of interest (an apparent conflict of interest is always considered a real conflict of interest).

California GC, Section 87100 et seq.: Requirements that each designated employee, other than those specified in California GC, Section 87200, file statements at times and under circumstances described in this section, disclosing reportable investments, business positions, interests in real property and income. The information disclosed with respect to reportable investments, interests in real property, and income shall be the same as the information required by sections 87206 and 87207. The first statement filed under a Conflict of Interest Code by a designated employee shall disclose any reportable investments, business positions, interests in real property, and income. An initial statement shall be filed by each designated employee within 30 days after the effective date of the Conflict of Interest Code, disclosing investments, business positions, and interests in real property held on the effective date of the Conflict of Interest Code and income received during the 12 months before the effective date of the Conflict of Interest Code.

- If applicable, **[Name of agency]** employees who make or influence governmental decisions are to submit a Statement of Economic Interest, Form 700, annually.

By signing below annually, I acknowledge that I fully understand and agree to abide by the policies of the LCUSD Code of Conduct.

Officer, Agent, or Employee Name

Title

Date

***This sample Code of Conduct was developed by the California Department of Education using samples provided by the U.S. Department of Agriculture and California program operators. USDA requires all Child Nutrition Program (CNP) operators to develop their own code of conduct to address specific agency policies, procedures, and practices. All CNP Operators should consult with their legal counsel before finalizing their Code of Conduct.**

This institution is an equal opportunity provider.