



FOOD SERVICE DEPARTMENT CODE OF CONDUCT

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

Encore Education Corporation Conflict of Interest Policy: No employee, officer, or agent of Encore Education Corporation 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.

Encore Education Corporation Gratuities, Favors, and Gifts Policy: The officers, employees, and agents of Encore Education Corporation may never solicit gratuities, favors, gifts or anything of monetary value from contractors or parties to subcontracts. However, officers, employees, and agents of Encore Education Corporation may accept unsolicited gratuities, favors, and gifts when the value is nominal, which Encore Education Corporation 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 Encore Education Corporation 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 Encore Education Corporation Gift Form, maintained by the Encore Education Corporation Food Service Department's Administrative Assistant. These forms are to be kept for a minimum of the current year plus three additional years.

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

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

