

## **Business/Non-Instructional Operations**

### **Food Services**

#### **Personnel - Code of Conduct**

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by Child Nutrition Program funds, including the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No CREC officer, employee or agent shall participate in the selection, award or administration of a contract supported by Child Nutrition Program funds if a conflict of interest, real or apparent, would arise.

Conflicts of interest arise when an officer, employee or agent, or an immediate family member of the officer, employee or agent:

1. Has a financial or other interest in or receives a tangible personal benefit from a firm being considered for or awarded the contract;
2. Is an employee, officer, or agent of a firm being considered for or awarded the contract;
3. Is about to be employed by a firm being considered for or awarded the contract.

No CREC officer, employee or agent shall solicit or accept gratuities, favors, or anything of monetary value from a firm being considered for or awarded the contract, or from any sub-contractor to the contract.

No CREC officer, employee or agent shall purchase during the school day any food or service from a food services contractor, other than prepared meals for individual use.

No CREC officer, employee or agent shall remove any food, supplies, equipment or other food services property, such as official records or recipe books, unless authorized to do so by the Director of Operations or his/her designee.

Failure of any officer, employee or agent to abide by this Code of Conduct will result in disciplinary action, up to and including termination.

(cf. 4118.13/4218.13 - Conflict of Interest)

Legal Reference:

Connecticut General Statutes

10-215b Duties of State Board of Education re feeding programs.

Federal Regulations

2 CFR 200.318 General Procurement Standards

Policy adopted: January 18, 2017

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut