

# CODE OF PROCUREMENT

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Whittier Union High School District

Food Services/Campus Catering

## CODE OF CONDUCT FOR FOOD SERVICE PROCUREMENT

Pursuant to 2 CFR 200.318 (C) (1), a code of conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by USDA Food and Nutrition Program Funds. The written standards of conduct must comply with the Federal Rule. They are the following:

1. No employee, officer or agent of the Whittier Union High School District (WUHSD) shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award or in any tangible personal benefit offered by the firm:

- a. The employee, officer, or agent.
- b. His or her partner.
- c. Any member of his or her immediate family.
- d. An organization which employs or is about to employ one of the above.

2. The WUHSD employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, political contractors, or parties to sub-agreements. Trivial benefits not to exceed a value of fifty dollars (\$50.00) incidental to personal, professional or business contracts and involving no substantial risk of undermining official impartiality may be permitted.

3. Penalties for violations of the standards of code of conduct of the WUHSD Food Service Program may include any of all of the following:

- a. Reprimand or other disciplinary action by School Board.
- b. Dismissal by School Board.

c. Additional legal action necessary.

The WUHSD will maintain a written code of standards of conduct; establish procurement procedures and all procurement transactions shall be conducted in a manner that provides the maximum of free and open competition. These procedures will reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200.318 (C) (1). The WUHSD will not knowingly do business with a company that is debarred or suspended.

This institution is an equal opportunity employer.