

# **PURCHASING AND CONTRACTING: PROCUREMENT STAFF CODE OF CONDUCT**

**NEPN/NSBA Code: DJH**

## **Conflict of Interest**

No employee, officer or agent of **RSU78** shall participate in the selection, award or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the firm selected for the award. For the purpose of this policy, “immediate family” is defined as spouse, brother, sister, parent, son or daughter.

## **Staff Gifts and Solicitations**

Employees, officers and agents of **RSU78** may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

## **Violations**

Employees of **RSU78** who violate this code of conduct may be subject to discipline, up to and including termination of employment and, if appropriate, referral to law enforcement.

## **Legal Reference:**

34 CFR Parts 74 and 80 (Education Department General Administrative Regulations (“EDGAR”) (for federal awards made prior to 12/26/2014)

2 CFR §200.318 (Uniform Administrative Requirements – General Procurement Standards) (for federal awards made on or after 12/26/2014)

Cross Reference: DJ - Bidding/Purchasing Requirements

Adopted: November 14, 2019

Reviewed: 12.5.2022