

Area: Human Resources

Subject: HR20b – Human Resources Management

Reference: CFR 92.36 (b) (3)

Policy: Code of Ethical Procurement Conduct for SCOE and Central California Migrant Head Start Employees, Consultant and Volunteers

Procedure:

**“Commitment to Excellence”
Code of Ethical Procurement Conduct**

Goal

***The goal is to create an ethical work environment
that promotes and upholds the Mission of the organization.***

CFS Mission

Together, we commit to excellence in child development programs
to enhance the quality of life in our diverse communities.

Purpose:

This code of ethical procurement conduct is developed to guide staff who participate in selection, or in the award or administration of a contract supported by Federal funds.

HHS Code of Federal Regulations (CFR): Title 45, Part 92, Subpart A

Sec. 92.36 (b) (c) (i) (ii) (iii) (iv) Procurement

(b) Procurement Standards

(3) Grantees and subgrantees will maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violation of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

CONSEQUENCES OF VIOLATING THE CODE OF ETHICAL CONDUCT

SCOE C/FS and CCMHS employees violating items as Critical Situations in the CSEA Articles of Agreement 13.2 will be subject to disciplinary action.

CERTIFICATION

Our Obligations

In order to ensure that this Code of Ethical Procurement Conduct permeates throughout the organization as well as the communities we serve, we recognize that we must treat those to whom we have obligations in an ethical manner. Thus, we make the following commitments:

For our employees: We are committed to honesty and just management, providing a safe and healthy environment, and respecting the dignity due to everyone.

***For our SCOE C/FS
and CCMHS
families:***

We are committed to providing quality services and treating each one in an equitable manner.

***For our Board of
Directors and Policy
Council members:***

We are committed to pursuing sound business practices and exercising prudence in the use of our resources (both monetary and human).

This form must be completed by any employee, consultant or volunteer working with CCMHS, Stanislaus County Office of Education.

I _____, holding the position of * _____
in the _____ (location) SCOE and CCMHS program, certify that I have read or had
explained to me, and understand the SCOE and CCMHS Code of Ethical Conduct. I am to carry out these
responsibilities and understand the consequences of violating Code of Procurement Conduct.

I understand that this document shall be placed in my * _____ file.

Signed _____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Management Printed Name	Signature	Date

* Employee, Consultant or Volunteer

Supervised by: Appropriate Management Staff

Performed by: All Staff, Consultants, and Volunteers

Forms needed: Code of Ethical Conduct / Certification, NAEYC's Code of Ethical Conduct & Statement of Commitment brochure

Frequency: Initial: at hire
Review annually