

**Shanél Valley Academy
FOOD SERVICE DEPARTMENT
CODE OF CONDUCT**

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

Shanél Valley Academy Conflict of Interest Policy: No employee, officer, or agent, ~~or board member with a real or apparent conflict of interest involving~~ of Shanél Valley Academy may participate in the selection, award, or administration of a contract ~~supported by the Federal award.~~ if he or she has a real or apparent conflict of interest. Such a conflict of interest ~~would arise~~ **includes** ~~would arise~~ when the employee, officer, or agent, ~~board member,~~ any member of his or her ~~their~~ immediate family, his or her ~~their~~ 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.

Shanél Valley Academy Gratuities, Favors, and Gifts Policy: The ~~officers,~~ employees, ~~officer,~~ and agents, ~~and board member~~ of Shanél Valley Academy may ~~never~~ **neither** solicit, **nor accept** gratuities, favors, gifts or anything of monetary value from contractors ~~or parties to subcontracts.~~ However, ~~officers, employees, and agents of Shanél Valley Academy~~ **they** may accept unsolicited gratuities, favors, and gifts when the value is nominal, which Shanél Valley Academy 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 Shanél Valley Academy 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 Shanél Valley Academy Gift Form, maintained by the ~~Shanél Valley Academy Food Service Director~~ Department's Administrative Assistant. These forms are to be kept for a minimum of the current year plus three additional years.

Shanél Valley Academy Disciplinary Action Policy: Penalties for violations of the Shanél Valley Academy Code of Conduct may include any or all of the following:

- Reprimand or other disciplinary action (e.g., suspension without pay) by Shanél Valley Academy board
- Dismissal by school board
- Additional legal action necessary

Shanél Valley Academy Volunteer Policy: If an employee, officer, or agent of Shanél Valley Academy is found to be in a paid or volunteer capacity in any organization that does business with or receives funds from the Shanél Valley Academy, the employee, officer, or agent is subject to suspension or possible termination.

Shanél Valley Academy Organizational Conflict of Interest Policy: ~~Agencies with~~ **If Shanél Valley Academy has** a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, **they** must maintain written standards of conduct covering organizational conflicts of interest. **Organizational conflicts of interest mean that, because of relationships with a parent company, affiliate, or subsidiary organization, Shanél Valley Academy would be unable to appear to be unable to be impartial in conducting a procurement action involving a related organization. An apparent conflict of interest is always considered a real conflict of interest.**

California GC, Section 87100 et seq.: Requirements that each designated employee, other than those specified in California GC, Section 87200, file statements at times and under circumstances described in this section, disclosing reportable investments, business positions, interests in real property and income. The information disclosed with respect to reportable investments, interests in real property, and income shall be the same as the information required by sections 87206 and 87207. The first statement filed under a Conflict of Interest Code by a designated employee shall disclose any reportable investments, business positions, interests in real property, and income. An initial statement shall be filed by each designated employee within 30 days after the effective date of the Conflict of Interest Code, disclosing investments, business positions, and interests in real property held on the effective date of the Conflict of Interest Code and income received during the 12 months before the effective date of the Conflict of Interest Code.

~~If applicable,~~ Shanél Valley Academy employees who make or influence governmental decisions are to submit a Statement of Economic Interest, Form 700, annually.

By signing below annually, I acknowledge that I fully understand and agree to abide by the policies of the Shanél Valley Academy Code of Conduct.

Officer, Agent, or Employee Name

Title

Date

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at the [Filing a Program Discrimination Complaint as a USDA Customer page](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Adopted:
Updated: