



**Procurement Policy Statement for Discovery Montessori Academy K-12 Inc.
National School Lunch and Breakfast Programs**

CODE OF CONDUCT

This written Code of Conduct shall govern the performance and actions of Discovery Montessori Academy K-12 Inc. Discovery Montessori Academy K-12 Inc. officers, School Board members, employees, directors, volunteers or agents who are engaged in any aspect of procurement, contracts, grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed by USDA. These regulations are found in 7 CFR 210.21 and 2 CFR 200.112.

1. No employee, officer, director, volunteer or agent of the Sponsor shall participate in the selection, award or administration of a bid or contract supported by NSLP funds if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, director, volunteer or an agent of the Sponsor has a financial, family, or any other beneficial interest in the vendor firm selected or considered for an award.
3. No employee, officer, director, volunteer or agent of the Sponsor shall do business with; award contract to; or show favoritism toward a member of (his or her) immediate family, spouse's family or to any company, vendor or concern who either employs or has relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. The Sponsor's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of ten dollars (\$10.00) from a potential vendor or bidder, or from any party to a sub-agreement or ancillary contract. (Examples of an acceptable gift would be; food product samples [may exceed \$10.00 value] when used to benefit the Sponsor and students; or a personal gift or meal valued at less than \$10.00 which is not intended to influence a procurement award or decision.
5. As permitted by law, rule, policy or regulation, the Sponsor shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with school board, state or federal policy.

This institution is an equal opportunity provider.