

**EAST MILLINOCKET SCHOOL DEPARTMENT**  
**PURCHASING AND CONTRACTING: PROCUREMENT**  
**STAFF CODE OF CONDUCT**

**Conflict of Interest**

All employees of the East Millinocket School Department shall perform their duties in a manner free from conflicts of interest to ensure that the school unit's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee, officer, or agent of the East Millinocket School Department may 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 in the transaction.

A conflict of interest would arise when the employee, officer, or agent—or any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein—has a financial or other interest in the firm selected for the award, or a tangible personal benefit from a firm considered for a contract.

For the purpose of this policy, “immediate family” is defined as spouse, brother, sister, parent, son, or daughter.

**Conflict of Interest Disclosure**

All employees, officers, or agents with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent who will investigate the circumstances of the proposed transaction. The Superintendent will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the Superintendent determines that the proposed transaction is in the best interest of the East Millinocket School Department and is fair and reasonable, he/she may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an ad hoc subcommittee of the Board will investigate and make a determination regarding the transaction.

**Staff Gifts and Solicitations**

East Millinocket School Department employees, officers, and agents may neither solicit nor accept gratuities, favors or anything of monetary value from persons or entities doing business with, or desiring to do business with, the school unit.

Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

**Violations**

Employees of the East Millinocket School Department 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.

**Conflict Resolution/Protests and Claims**

The Uniform Grant Guidance refers to “protests and claims.”

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  
DJ-R – Federal Procurement Manual

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