

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

Conflict of Interest

All employees of RSU 56 shall perform their duties in a manner free from conflict 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 RSU 56 shall participate in the selection, award or administration of a contract supported by a federal or nonfederal award if he/she has a real or apparent conflict of interest.

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 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.

Conflict of Interest Disclosure

All employees 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 RSU 56 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

Employees, officers and agents of RSU 56 may neither solicit nor accept gratuities, favors, or anything of monetary value from contracts or parties to sub contracts. 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 RSU 56 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.

POLICY: DJH

Legal Reference: 34 CFR 74.40-74.48; 80.36 (Education Department General Administrative Regulations (EDGAR))
Commissioner's Administrative Letter No. 6, June 18, 2006 (Fiscal Compliance)

Cross Reference: BCB- Board Member Conflict of Interest
DJ- Bidding/Purchasing Requirements
DJ-R - Federal Procurement Requirements
KCD - Public Gifts/Donations to the Schools

First Reading: October 24, 2017

Second Reading: November 14, 2017

Adopted: November 14, 2017