

Code of Conduct

Each School Food Authority/Sponsoring Organization is required to have written standards of conduct covering conflicts of interest that prohibit officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts that adhere to the standards set forth in [2 CFR 200.318\(c\)\(1\)](#) and as applicable [7 CFR 210](#), [7 CFR 215](#), [7 CFR 225](#), and [7 CFR 226](#).

What must be included in the Code of Conduct?

- Must prohibit employees from soliciting gifts, travel packages, and other incentives from prospective contractors.
- Must prohibit an employee from participating in the selection, award, and administration of any contract to which an entity or certain persons connected to them, have financial interest.
- Must also provide for CNP operators to set standards when financial interest is not substantial, or the gift is an unsolicited item of nominal value and may be acceptable.
- Must provide for disciplinary actions to be applied in the event the standards are violated by officers, employees, or agents.

Where can additional information and resources be found?

- ISBE Nutrition General Procurement <https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx>
- USDA Procurement Regulations <https://www.fns.usda.gov/cfs/usda-procurement-regulations>

This fact sheet is intended to be a quick summary of the Federal Regulations in [2 CFR 200](#). If you have any questions regarding procurement, please contact our staff via email or phone at the contact information provided below. We are here to help!

Illinois State Board of Education – Nutrition Department



www.isbe.net/nutrition



Email: NutritionProcurement@isbe.net



Phone: 800-545-7892 (IL Only) or 217-782-2491