

Code of Conduct

School System: Southwest Georgia STEM Charter School
SY: 2025-2026

A Code of Conduct is required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements 2 CFR Part 200.318(c)(1), State Procurement Code and Regulations, and SAMPLE County/City School District Department of Purchasing.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Nutrition Program Funds:

- a. No employee, office or agent of the **Southwest Georgia STEM Charter School** Nutrition Program shall participate in the selection or award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- b. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 1. The employee, officer or agent
 2. Any member of his/her immediate family
 3. His/her partner
 4. An organization which employs or is about to employ one of the above.
- c. The Southwest Georgia STEM Charter School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of substantial or monetary value from contractors, potential contractors, or parties to sub agreements. However, the SFA may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.
- d. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
- e. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like are prohibited.
- f. The outside sale of such items as used oil, empty cans and the like will be sold by contract between Southwest Georgia STEM Charter School Nutrition Program and an outside agency. However, the profit attained from such sales will accrue back to the non-profit school food service account.
- g. An individual sale by any school personnel to an outside agency or other school person is prohibited.

- h. Failure of any employee to abide by the above stated code will result in appropriate disciplinary actions such as reprimand, fines, suspension, or termination as outlined in the district policy on violations on such standards. Interpretation of the code will be given at any time by contacting the School Nutrition Program Director at (229-485-5464).
- i. The Southwest Georgia STEM Charter School Nutrition Program will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the Board of Education.

I, or we the undersigned, have read and discussed this code, and fully agree to abide by the guidelines set forth in this code of conduct.

School: Southwest Georgia STEM Charter School

SNP Manager: Heidi Oehler Date: 7/31/2025

Superintendent: [Signature] Date: 7/31/2025

This institution is an equal opportunity provider.