



CODE OF CONDUCT

Nevada City School of the Arts (NCSA) will conduct all procurement transactions in compliance with the regulations and state laws included in Title 1, *Code of Federal Regulations* (2 CFR), sections 200.318(c)(1)(2), and 400.2(b)(1), and California Government Code (GC), sections 1090 and 87100 et seq.

Employees, officers, and agents of NCSA who participate in the selection, award, or administration of a contract must read, sign and agree to abide by the NCSA Code of Conduct annually, by September 1 of each year.

NCSA Conflict of Interest Policy: No employee, officer, or agent of NCSA may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent any member of his or her immediate family, his or 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 or a tangible personal benefit from a firm considered for a contract.

NCSA Gratuities, Favors, and Gifts Policy: The officers, employees, and agents of NCSA may never solicit gratuities, favors, gifts or anything of monetary value from contractors or parties to subcontract. However, officers, employees and agents of NCSA may accept unsolicited gratuities, favors, and gifts when the value is nominal, which NCSA has established as \$25 or less per gift, not to exceed \$200 per vendor per school year.

The terms gratuities, favors, and gifts include discounts, entertainment, hospitality, loans, forbearance, services, training, transportation, lodging, and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

No gift or prize over the documented value of over \$25 can be accepted. If a gift or prize is received that is over the \$25 limit, the gift must be returned to the vendor with an explanation provided as follows: Thank you for your gift: however, the NCSA staff is not allowed to accept gratuities, favors, or gifts that exceed \$25 per gift or \$200 cumulatively per school year.

All gifts are to be documented and reported to the Business Office and will be maintained for a minimum of the current year plus three additional years.

NCSA Disciplinary Action Policy: Penalties for violations of the NCSA Code of Conduct may include any or all of the following:

- Reprimand or other disciplinary action (e.g., suspension without pay) by NCSA School Director
- Dismissal by the School Director
- Additional legal action as necessary

NCSA Volunteer Policy: If an employee, officer, or agent of NCSA is found to be in a paid or volunteer capacity in any organization that does business with or receives funds from NCSA, the employee, officer or agent is subject to suspension or possible termination.

California GC, Section 87100 et seq.: Requirements that each designated employee, other than those specified in California GC, Section 87200, file statements at times and under circumstances described in this section, disclosing reportable investments at times and under circumstances described in this section, disclosing reportable investments, business positions, interests in real property and income. The information disclosed with respect to reportable investments, interests in real property, and income shall be the same as the information required by sections 87206 and 87207. The first statement filed under a Conflict of Interest Code by a designated employee shall disclose any reportable investments, business positions, interests in real property, and income. An initial statement shall be filed by each designated employee within 30 days after the effective date of the Conflict of Interest Code, disclosing investments, business positions, and interests in real property held on the effective date of the Conflict of Interest Code and income received during the 12 months before the effective date of the Conflict of Interest Code.

NCSA employees who make or influence governmental decisions are to submit a Statement of Economic Interest, Form 700, annually.

By signing below annually, I acknowledge that I fully understand and agree to abide by the policies of the NCSA Code of Conduct.

Officer, Agent, or Employee Name

Title

Date