

NEWCASTLE ISD
CODE OF CONDUCT
CHILD NUTRITION DEPARTMENT

Newcastle ISD is committed to the highest ethical standards based on the unique trust placed in Newcastle ISD to serve the district.

The success of Newcastle ISD and our reputation depend upon the ethical conduct of everyone affiliated with Newcastle ISD. We set an example for each other by pursuit of excellence in high standard of performance, professionalism, and ethical conduct.

While no document can anticipate all of the challenges that may arise, the Code of Conduct communicates key guidelines and will assist Newcastle ISD in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have.

1. PERSONAL AND PROFESSIONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

Strive to meet the highest standards of performance, quality, service, and achievement in working towards the Newcastle ISD mission.

Communicate honestly and openly and avoid misrepresentation.

Promote a working environment where honesty, open communication, and opinions are values.

Exhibit respect and fairness toward all those with whom we come into contact.

2. ACCOUNTABILITY

Newcastle ISD is responsible to those who have placed faith in it. To uphold this trust we:

Promote good stewardship of Newcastle ISD resources, including monies that are used to pay operating expenses and salaries.

Refrain from using organizational resources for non-Newcastle ISD purposes.

Observe and comply with all laws and regulations affecting Newcastle ISD.

Regulations: 2 CFR Part 200.318(c)(1), formerly 7 CFR Part 3016.36(b)(3) and & CFR Part 3019.42, State Procurement Code and Regulations, and Newcastle School District Department of Purchasing.

3. DIVERSITY AND EQUAL OPPORTUNITY

Newcastle ISD is an equal opportunity employer.
We therefore:

Newcastle ISD respects other without regard to race, color, religion, creed, age, sex, national origin, marital status, sexual orientation, or status as a qualified disabled or handicapped individual.

Refuse to engage in or tolerate in any other form of discrimination or harassment.

4. CONFLICTS OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of Newcastle ISD as well as undermine the public's trust in Newcastle ISD.

We will:

Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of Newcastle ISD, including involvement with a current or potential Newcastle ISD vendor, grantee, or competing organization, unless disclosed to and not deemed to be inappropriate.

Ensure that outside employment and other activities do not adversely affect the performance of their Newcastle ISD duties or the achievement of Newcastle ISD's mission.

Ensure that travel, entertainment, and related expenses are incurred on a basis consistent with Newcastle ISD and not for personal gain or interests.

Decline any gift, gratuity, or favor in the performance of Newcastle ISD duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment, unless directly related to Newcastle ISD business.

Refrain from influencing the selection of consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action which may include suspension of duties or termination of employment. If circumstances warrant, the Board or Superintendent may refer matters to appropriate law enforcement authorities.

If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action which may include cancellation of the District's relationship with the contractor or vendor.

Newcastle ISD and their subcontractors must not make or permit any award, subaward, or contract with an individual or entity that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Newcastle ISD

will require subcontractors to sign and submit the TDA form entitled Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts and maintain the signed form with its contract record. If the contractor is not currently debarred or otherwise excluded from participation in the contract by any federal department or agency or by the State of Texas, a form stating so will be signed and maintained on file with the contract documents.

5. Newcastle ISD EMPLOYEES

Should not knowingly take any action or make any statement intended to influence the conduct of Newcastle ISD in such a way to confer any financial benefit on themselves, their immediate family members, or any organization in which they or their immediate family members have a significant interest in Newcastle ISD.

Disclose all known conflicts or potential conflicts of interest in any matter.

A disclosure of all known potential conflicts of interest shall be filed with Central Administration.

6. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore:

Ensure that all information, which is confidential, privileged, or nonpublic, is not disclosed inappropriately.

Respect the privacy rights of all individuals in the performance of their Newcastle ISD duties.

7. POLITICAL CONTRIBUTIONS

Newcastle ISD may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

Refrain from making any contributions to any candidates for public office or political committee that may create the appearance that a contribution is from Newcastle ISD.

Refrain from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.

Clearly communicate that we are not acting on behalf of the organization, if identifies as an official of Newcastle ISD, while engaging in political activities in an individual capacity

Refrain from engaged in political activities in a manner that may create the appearance that such activity is by or on behalf of Newcastle ISD

8. DOCUMENT DESTRUCTION

The Law makes it a crime to alter, cover up, falsify, or destroy any document or persuade someone else to do so, or to prevent its use in an official proceeding (e.g., federal investigations or bankruptcy proceedings). Intentional document destruction will be monitored, justified, and carefully administered.

Newcastle ISD follows document retention and destruction guidelines set by the Internal Revenue Service.

9. CERTIFICATION REGARDING LOBBYING

Applicable to grants, subgrants, cooperative agreements, and contracts exceeding \$100,000 in Federal Funds. Newcastle ISD must submit a certification regarding lobbying as a prerequisite for making or entering into a transaction which states the following:

No Federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

Newcastle ISD will require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not exceeding \$100,000 for each such failure.

10. DEBARMENT AND SUSPENSION

Debarment and Suspension Certification. Newcastle ISD and their subcontractors will not make or permit any award, subaward, subgrant, or contract with an individual or entity that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Newcastle ISD will require a debarment and suspension certification to be submitted from each of its contracts.

11. GUIDANCE AND DISCLOSURE

Reports of possible breaches of the Code of Conduct will be handled in the following manner:

All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If the confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.

All reported breaches will be investigated by the Superintendent or designee, as appropriate. If needed, appropriate action will be taken based upon the policies of the organization.

No Newcastle ISD employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported any violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Newcastle ISD affirms prompt and fair resolution of all reported breaches.

Board of Trustee Approved Review:

Board President Signature: 

Board Secretary Signature: 

Food Service Director Signature: 