**Standards of Conduct**

**<Enter Sponsor Name>**

No employee of the Sponsor shall participate in the selection, award or administration of a contract when any of the following persons have a financial or other interest in or tangible personal benefit from a firm considered for the contract.

* Employee
* Officer
* Agent
* Any member of his/her immediate family
* His/her partner
* An organization which employs, or is about to employ, any of the above.

Employees, board members (owners), and their immediate families shall neither ask nor accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts including:

* Entertainment
* Hotel Rooms
* Transportation
* Gifts
* Meals

At all times, employees and board members (owners) should be aware of how their actions appear to members of the community.

Any employee or board member (owner) who violates any of these standards of conduct shall:

* <Enter disciplinary actions to be applied for violations of the Code of Conduct>