

Policy Number: PER 010	Title: Confidentiality/ Procurement/Prohibition of Gifts and Gratuities
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy: GCBA-R	Policy Council Approval/Revision: 8/2006 2/2018 BOE Approval: 2/2018

Confidentiality Statement

I assume the obligation to maintain confidentiality, even after end contact with the program. All information including records, written and verbal communication about children, their families, and/or staff may not be discussed outside of the Early Childhood Center, and may not be discussed with parties that do not have involvement in the situation. Information shared between staff or council members about a particular child or family will be shared on a need to know basis only. Any breach of this confidentiality policy may result in a formal reprimand and could result in termination of my position.

CONFLICT OF INTEREST / PROCUREMENT

District & Head Start employees are prohibited from engaging in any activity which may be a conflict of interest and/or detracts from the effective performance of their duties. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or and organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for the award. The grantee’s officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements..

Prohibition Against Acceptance of Gifts and Gratuities

Any employee of this agency is prohibited from accepting gifts of money, goods, services or gratuities that are of any **significant material value**, from any person who received benefits or services from the organization, who may be doing direct contracting with any of the activities or functions of the organization, or who is otherwise in a position of benefit, directly or indirectly, from any action or decision by an employee of this agency.

“I

Print Name / Sign / Date

have received and have read the Head Start personnel policies. I understand these policies and by signing this statement, I declare that I will follow these policies for the complete term of my employment with the program. If it is declared that I am not following one or more of these policies, I understand that disciplinary actions may occur, including termination.” ¹Approved:

¹Approved: 8/10/06