



ETHICAL STATEMENT/CODE OF CONDUCT

I acknowledge: that as an employee of Long Island Head Start I am expected to observe the highest standards of ethics and integrity in my conduct. This means following a basic code of behavior, which includes:

- Complying with the letter and spirit of all applicable laws.
- Faithfully carrying out the policies, rules, regulations, and procedures of the Agency.
- Understanding that books and records are the property of Long Island Head Start and it is illegal to remove them. This includes manuals, lists, and other information that an employee may use in their daily work.
- Disclosing any outside financial interests that might influence an employee's decisions or actions on the job, including interests in suppliers, customers, or competitors. Employees should not acquire such interests except for publicly traded securities in which the employee owns less than a one percent interest.
- Not accepting any outside employment with a supplier or competitor or any other employment that could interfere with your responsibilities to the Agency. Any employment with any person or business that has business with or competes with the Agency must be approved in writing, including the acceptance of directorships, honoraria for speeches, or consulting fees.

It is the policy of Long Island Head Start that all directors, officers, Policy Council members, contractors/consultants, employees or their biological family/or marriage or residing in same household, and personal relation will avoid personal transactions or situations in which their personal interest will or appear to conflict with those of Long Island Head Start.

1. Conflict of interest occurs whenever an employee permits the prospect of indirect personal gain to influence improperly, her/his judgment or action in the conflict with the best interest of Long Island Head Start. Any employee, officer or agent of Long Island Head Start found to be in violation of this policy may be subject to disciplinary action up to and including termination. The following are representative but not inclusive:
 - a. No employee shall do business with a member of her/his family on behalf of Long Island Head Start unless the circumstance of the proposed relationship have been clearly reviewed by the Chief Executive Officer/Executive Director and have been deemed to have no potential or inherent conflict of interest qualities.
 - b. All employees must deal with suppliers, contractors, customers, and all other persons doing business with Long Island Head Start in the best interest of Long Island Head Start without favor or preference based on personal consideration.
 - c. No employee shall misuse privilege information, reveal confidential data to outsiders for the purpose of personal gain or for other than agency purposes.
 - d. No employee shall deal with Long Island Head Start or with one of Long Island Head Start clients or suppliers as a representative of another firm or for her/his own account.
 - e. No employee shall participate in the selection, award, or administration of a contract where to her/his knowledge she/he or her/his family has a financial interest. No employee, officer, or agent of Long Island Head Start shall solicit, accept, or offer gratuities, favors, or anything of monetary value from other employees or persons receiving benefits or services or from contractors or potential contractors for personal gain or inherent conflict of interest. Only token gifts including imprinted pens or calendars and unsolicited gifts worth less than ten dollars (\$10.00) may be accepted. If an employee receives a gift in excess of the above amount, the gift should be returned with an appropriate explanation. If a return is not practical, the employee receiving the gift must send a thank you explaining our policy and request that further gifts not be given. Meals are not included within the definition of the term "gift." Money, of any amount, is not to be accepted under any circumstances.

Signature

Date

Performance Standard
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