

Ho' okāko' o Schools Child Nutrition Program Code of Conduct

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by Child Nutrition Program (CNP) funds.

- No employee, officer, or agent of the Ho' okāko' o Schools SFA/Sponsor shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - The employee, officer, or agent
 - Any member of his/her immediate family including his or her partner
 - An organization which employs or is about to employ one of the above
- The Ho' okāko' o Schools SFA/Sponsor employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of material/monetary value from contractors, potential contractors, or parties to sub-agreements.
- The purchase during the CNP work day of any food or service from a contractor for individual use is prohibited.
- The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the Ho' okāko' o Schools SFA/Sponsor and the outside agency. Individual sales by any SFA/Sponsor employee to an outside agency or any other SFA/Sponsor employees is prohibited.
- Failure of any employee to abide by the above-stated code could result in a fine or suspension or both, or dismissal. Interpretation of the code will be given at any time by contacting the Ho' okāko' o Chief Operating Officer at 808-983-3830 . The Ho' okāko' o Schools SFA/Sponsor will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Board or Authorized Representative.
- No item, food, or beverage purchased with nonprofit school food service funds or Child Nutrition Federal Funds will be removed from the SFA/Sponsor's premises by staff.

Changes in this Code of Conduct will be made as conditions warrant upon the approval of the SFA/Sponsor. This plan adopted by the Board/Authorized Fiduciary Representative of the Ho' okāko' o Schools at the regularly scheduled meeting on this, the 28th day of November in the year 2017 .

Signature(s): _____

Printed Name(s): Joseph Lino

This institution is an equal opportunity provider