

APPROVAL DATE: 12/14/11
APPROVED BY: Betty Baker, WIB Chair



**COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES**

POLICY NO: 9-08
TO: Service Providers
EFFECTIVE: April 1, 2009 (Revised March 3, 2015)
SUBJECT: Standards of Conduct

REFERENCES:

- Workforce Investment Act, Section 117
- Title 20 Code of Federal Regulations (CFR) 667.200
- Title 29 CFR 95.42
- California Political Reform Act, Government Code sections 87100 *et seq*

PURPOSE:

To establish policy and ensure that the San Luis Obispo Workforce Investment Board (WIB) and any and all service providers whose services are supported by Federal funds (Service Providers) administer Federal funds in accordance with the guidelines established in the above referenced statute and regulations.

POLICY:

The WIB and Service Providers shall adhere to this policy as a written code or standards of conduct which shall govern the performance of their officers, employees or agents engaged in the award and administration of contracts and agreements supported by Federal funds.

PROCEDURE:

No employee, officer or agent shall participate in selection, 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 or her immediate family, his or her partner, or an organization which employs or is

about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Officers, employees, or agents of the WIB shall not solicit gratuities, favors, or anything of monetary value from service providers or vendors, independent contractors or other providers of services. Officers, employees, or agents of the WIB and Service Providers will not to accept gifts or gratuities from organizations (and their employees) or individuals conducting business with the County or the WIB. This does not prohibit acceptance of gifts of a nominal value, such as flowers, a cup of coffee, pens, mugs or t-shirts given by vendors at trade shows, conferences, demos, etc.

Officers, employees, or agents of DSS and Service Providers violating any provisions of these standards are subject to the administrative, criminal and civil sanctions provided in the California Political Reform Act, Government Code sections 87100 *et seq.*

ACTION:

The Administrative Entity for the WIB and Service Providers shall follow this policy. This policy shall remain in effect until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to WIB Admin at wibadmin@co.slo.ca.us.

REVISION HISTORY:

DATE	DETAILS
3/3/2015	Updated solicitation and acceptance of gratuities and favors to adhere to current County and Federal regulations.