

STANDARDS OF CONDUCT

POLICY:

FEDERAL REGULATION 1304.52 (h) Standards of Conduct. (2) Grantee and delegate agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

PROCEDURES:

1. The following employees of UMCHS, Inc. will be required to read and sign a Standards of Conduct statement:

Executive Director, Fiscal Director, Operations Directors, and Human Resources Director.
2. This signed statement will be read and signed each June and placed in each employee's fiscal file.
3. It will be the responsibility of the Fiscal Director to ensure that each employee listed above annually reviews and signs the Standards of Conduct statement.
4. Employees violating this policy shall be subject to disciplinary action up to and including termination.

STANDARDS OF CONDUCT STATEMENT

I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Employee

Date

Executive Director

Date