**Safe Berks**

**Code of Conduct**

**Policy:** It is the policy of Safe Berks that no employee, his/her partner, Board member, associated agentor any immediate family member of the said individuals, or who employs or is about to employ any of the said parties, shall have any real or apparent conflict of interest in the selection or award or the administration of a contract supported by Federal Funds. A conflict would arise if any party has a financial or other interest in the award or administration of a contract supported from Federal Funds. *(An associated Conflict of Interest policy must be filled out annually, or as circumstances change with said individuals).*

It is also the policy of Safe Berks that any employee, Board member, associated agent, or any immediate family member of said individuals, shall neither solicit nor accept gratuities, favors, or anything of monetary value in excess of twenty-five ($25.00) dollars from vendors, contractors, parties to sub-agreements or any other party that might impair, or even appear to impair, our ability to make objective and fair business decisions.

**Applicability:** All employees, their partners, Board members, associated agents and immediate family members of said individuals of SAFE BERKS are covered under this policy.

**Provisions:**

1. All employees of SAFE BERKS, its Board members, and associated agents will receive a copy of the Code of Conduct policy and will be asked to sign an acknowledgement of receipt of the Code of Conduct policy upon hire, or upon new association with the agency. These individuals are also expected to communicate this policy with their immediate family members.

2. All employees, its Board members, and associated agents will receive a copy of the associated Conflict of Interest Policy and are asked to sign and update their information annually or as circumstances change with associated individuals.

1. Failure to abide by the Code of Conduct or failure to update the associated Conflict of Interest Policy, may result in disciplinary action (as listed in the corrective action/discipline policy) up to and including termination of employment, or may result in the removal from association with the agency.

**Safe Berks**

**Code of Conduct Signature Page**

I have read the above Code of Conduct and agree to abide by these standards.

Signature Date

Print Name

Circle one: Employee / Board Member / Agent

Organization: Safe Berks

Address: 255 Chestnut Street

City, ST ZIP: Reading, PA 19602

Authorized Official: Mary Kay Bernosky

Title: Chief Executive Officer