

STANDARDS OF CONDUCT

The following standards apply to all Applicants that deliver services under contract with the WIB.

A. STANDARD OF CONDUCT

The Applicant hereby assures by submission of this proposal that it will comply with the standards of conduct hereinafter set out, for maintaining the integrity of the program and avoiding any conflict of interest in its administration.

General Assurance

Every reasonable course of action will be taken by the Applicant in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The contract, if granted, will be administered in an impartial manner, free from personal, financial or political gain. The Applicant, its executive staff, employees, and Board of Directors, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

Conducting Business Involving Relatives

No relative by blood, adoption or marriage¹ of any executive or employee of the Applicant, will receive favorable treatment for enrollment in services provided by, or employment with, the Applicant.

Conducting Business Involving Close Personal Friends and Associates

Executives and employees of the Applicant will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

When it is in the public interest for the Applicant to conduct business with a friend or associate of: an executive or employee of the Applicant; an elected official in the area; the WIB or one of its Directors, a permanent record of the transaction will be retained.

Avoidance of Conflict of Economic Interest

An executive or employee of the Applicant, or a member of its Board of Directors will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or in part by the Applicant with WIOA funds. Supplies, materials, equipment or services purchased with WIOA funds will be used solely for purposes allowed under the contract.

¹ For the purpose of this agreement “relative by blood or marriage” shall include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.

No member of the Applicant's Board of Directors shall cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter, which would provide direct financial benefit to that member or any business or organization, which the member directly represents.

B. CERTIFICATIONS

Except as otherwise indicated, the following certifications apply to all Applicants. The authorized agent, in signing this document, certifies that he/she has read and is in compliance with all terms and conditions required for certification as specified in the above-named document.

1. The Applicant, if it is a corporation, certifies that it is registered with the Secretary of State, of the State of California.
2. **Sectarian Activities:** The Applicant certifies that this proposal does not provide for the advancement or aid to any religious sect, church or creed for sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatever, as specified by Article XVI, Section 5, or the Constitution, regarding separation of Church and State.
3. **Drug-Free Workplace:** The Applicant certifies under penalty of perjury under the laws of the State of California to comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program as required to inform employees about: dangers of drug abuse in the workplace; the organization's policy of maintaining a drug-free workplace; any available counseling, rehabilitation and employee assistance programs; and, penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on this subgrant agreement will: receive a copy of the company's drug-free policy statement; and, agree to abide by the terms of the company's statement as a condition of employment on the contract.
4. **Americans with Disabilities Act (ADA):** The Americans with Disabilities Act of 1990 is a comprehensive civil rights act for people with disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations; employment; transportation; federal, state and local government services; and telecommunications. The Applicant certifies that it will continue to maintain policies, procedures, and practices that comply with all requirements of the Act.

5. Child Support Compliance Act: In accordance with the Child Support Compliance Act, the Applicant recognizes and acknowledges the importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

Printed Name of Authorized Representative

Title of Authorized Representative

Signature (Original signature required)

Date