



Exhibit "B"

STANDARDS OF CONDUCT

Lutheran Services Florida Head Start/Early Head Start requires that all LSF Head Start personnel, Subrecipient and Partners, Consultants and Volunteers, abide by the following Standards of Conduct:

1. Personnel will respect and promote the unique identity of each child, family, and employee and refrain from stereotyping on the basis of gender, race, ethnicity, religion or disability.
2. Personnel will follow program confidentiality policies concerning information about children, families and employees.
3. Personnel will ensure that no child is left alone or unsupervised while under their care.
4. Personnel will use positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation or the use of food as punishment.
5. Employees cannot transport children and families in their personal vehicles or a company vehicle, other than a bus.

ETHICS OF EMPLOYMENT

The following Code of Ethics is to be followed for all officials and employees paid for by this grant, appointed and employed by LSF, Subrecipient and Partners, Consultants and Volunteers of the Head Start and Early Head Start Program.

1. No employee shall use an official position for personal gain or shall engage in any business or transaction or shall have a financial or other interest, direct or indirect, which is in conflict with the proper performance of official duties.
2. No employee shall, without proper legal authorization, release confidential information concerning the property or affairs of LSF, Subrecipient, and or Child Care Providers of the Head Start program.
3. No employee shall accept any gift with a value of more than \$0.00 dollars whether in the form of service, loan, item or promise from any person, firm or corporation interested directly or indirectly in any manner whatsoever in business dealings with LSF, Subrecipient, Child Care Providers of Head Start.
4. Employees and Officials are to comply with LSF and Subrecipient Conflict of Interest Policy when they or their families have a financial interest in companies, businesses or institutions, which do business with LSF and or Subrecipient. Employees who have any doubt concerning possible violations of this section are advised to consult their Chief Executive Officer. The Child Care Providers will adopt LSF's Conflict of Interest Policy.
5. No employee shall engage in or accept private employment or render services for private interest when such employment or service is in conflict with the proper performance of official duties or would tend to impair independent judgment or action in the performance of official duties. Any employee having doubt as to the applicability of a provision of this Standards of Conduct/Ethics of Employment form to a particular situation should consult the Chief Executive Officer.



6. No person shall be hired as an employee if a member of that person's immediate family, relatives, in-laws or significant other (as defined in the LSF and Subrecipient's Personnel Policies & Procedures Manual), is employed in the same office or same Program within LSF or Subrecipient or enrolled in the same Head Start location where the person is seeking employment. This section includes LSF Board members, Trustees, Head Start Policy Council, Subrecipient's Board Members, Subrecipient's Head Start Policy Committee, Partners, and paid employees.

This is to certify that I have read and understand that I am expected to abide by this Standards of Conduct and Ethics of Employment policy. I further understand that any violation of this policy may be subject to disciplinary action up to and including termination of employment.

Print Name: _____ Agency: _____

Signature: _____ Date: _ _____

Disclaimer

- Head Start in this document is to stand for Head Start and Early Head Start Programs