

**B.R.A.D. HEAD START/EARLY HEAD START  
STANDARD OF CONDUCT  
FOR EMPLOYEES, CONSULTANTS, AND VOLUNTEERS**

B.R.A.D. Head Start/Early Head Start must ensure that all employees and agents abide by the program's standards of conduct. These standards specify that:

1. They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. They will follow program confidentiality policies concerning information about children, families, and staff members.
3. No child will be left alone or unsupervised while under their care.
4. They 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, the use of food as punishment or reward, or denial of basic needs.
5. They will conduct themselves at all times in a manner befitting their status as an employee or agent of the agency. They shall refrain from any action and avoid any kind of public pronouncement which reflects adversely upon the agency.
6. No employee, agent or member of their immediate family shall have a financial interest in a contract of B.R.A.D. (Except an employee's contract of employment) which is supported by any agency contract funds. This shall not be construed to deny services provided by B.R.A.D. to a person otherwise eligible to receive such services.
7. No employee or agent of B.R.A.D. shall participate in any matter involving any agency contract funds which affects, to their knowledge, the financial interest of:
  - A. Such employee, agent or their immediate family, (this prohibition shall not apply to an employee's contract of employment).
  - B. Employee's or agent's business partner(s) or a business organization with which the employee or agent is associated.
  - C. Any person/organization with whom the employee or agent is negotiating or has any arrangement concerning prospective employment.
8. An employee may not speak to the news media as an official spokesman of the agency concerning legal issues without prior clearance of the Executive Director. All inquiries from the news media known to be controversial should be referred to the Executive Director. Any deviation from this policy will be considered a serious infraction of policy.
9. Failure of an employee, consultant, volunteers, or agent to comply by these policies shall be cause for disciplinary action.
10. B.R.A.D. Head Start/Early Head Start will ensure that all employees or agents engaged in the award and administration of contracts or other financial awards will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
11. Employees of B.R.A.D. shall refrain from conduct that gives the appearance of violating any of the above standards.

***I have read the above B.R.A.D. Head Start/Early Head Start Standard of Conduct for Staff, Consultants, and Volunteers and understand the standards and policies and agree to abide by them. I understand that a violation of any of these standards is cause for suspension or disciplinary action.***

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**Signature of Staff, Consultant or Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**