



Solicitation and Distribution



Policy A-HR-13

**March 24, 2010
Revised October 14, 2013**

Purpose: To prevent the disruption and interference of agency business activities.

Policy: The department strives to maintain a productive, safe and secure working environment. Therefore, the department controls the solicitation and distribution by non-employees and employees, on department premises during working hours.

- I. **Procedure:** For the purpose of this policy, the following definitions apply:
 - A. Working area – All working areas on the department’s premises not otherwise specified as a non-working area.
 - B. Non-working time – Lunch periods and authorized break times.
 - C. Work time – All times the agency is open, excluding time specified as non-working.
- II. Non-employees are prohibited from soliciting or distributing goods, services or material on agency premises. The District Director may authorize exceptions to this policy for non-employees, but solicitation shall be approved and scheduled in advance by the District Director.
- III. During working time in working areas, employees are prohibited from soliciting or distributing for any purpose or cause, unless specific approval has been requested and granted by the District Director. Employees may solicit and/or distribute during non-working time in non-working areas, provided they do not disturb or interfere with the work of other employees.
- IV. Lunch areas are designated as non-work areas, and therefore are acceptable for employee solicitations. Sale purchase sign-up sheets may be placed in lunch areas only, where employees can sign up for available items. However, notices of the same may be placed on employee bulletin boards informing staff of available items.
- V. Any violation of this policy must be reported to the Director immediately. Non-employee violations will be subject to removal from the premises, legal action and/or loss of solicitation rights. Employees who violate this policy will be subject to appropriate disciplinary action.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date