

Solicitation Policy & Procedures

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Revised:

POLICY

Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working hours. Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during non-working hours without prior approval from their supervisor. This policy also prohibits solicitations via e-mail and other telephonic communications systems.