

		Policy Number: ER-008
Subject:	SOLICITATION	
Section:	EMPLOYEE RELATIONS	
Effective Date 08/12/2008	Review Date: 12/2015	
	Revised Date: 08/12/2008	
<input type="checkbox"/> New Policy	<input type="checkbox"/> Supersedes Policy Dated:	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc., Inc.	

PURPOSE:

To provide guidelines regarding solicitation and/or distribution of literature, services, or goods on Family Focus, Inc. properties.

GENERAL INFORMATION:

Employees are free to join or not join any lawful organization of their own choosing. However, soliciting or collecting of contributions for any purpose during working hours is prohibited except for the following, which are Permitted Solicitations:

- American Red Cross (blood drives only)
- Agency Sponsored solicitors for Program meetings, Service Awards, Retreats, etc.
- School funding donations

Distribution of literature (written or printed matter of any description) which does not pertain to Permitted Solicitation is prohibited in all Family Focus, Inc. working areas. Also, the sale of merchandise or tickets of chance by employees for any organization not directly associated with Family Focus, Inc. is prohibited within any Family Focus, Inc. facility or on the grounds thereof.

To avoid disruption of operations or disturbance of employees, and other customers of Family Focus, Inc., the following guidelines apply:

1. Non-Employees

Person not employed by Family Focus, Inc. may not solicit or distribute literature to employees and other customers at any time for any purpose on Family Focus, Inc. property unless approved by administration.

2. Employees of Family Focus, Inc.

- a. Employees of Family Focus, Inc. may not solicit other employees of Family Focus, Inc. or any component thereof or distribute literature to them at any time for any purpose (except for Permitted Solicitations) or in any other area where such solicitation and/or distribution would cause disruption of operations of Family Focus, Inc. unless approved by administration.
- b. Employees may not solicit or distribute literature to clients, employees or customers of Family Focus, Inc. during working time and in working areas for any purpose other than the Permitted Solicitations.
- c. Employees may not buy or sell tickets of chance or be involved with gambling pools within working areas or during working time.

“Working time” includes the working time of the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. Working time does not include off duty periods, such as break periods or mealtimes. “Working areas” include all areas of Family Focus, Inc., except lunch room, front lobby and parking areas.

PROCEDURES:

Any exception to this policy must be approved by the Director prior to actual solicitation and/or distribution.

Anyone who observes a violation of this policy should promptly report the violation to either the Director or the site manager.