

## **SOLICITING**

### *PURPOSE*

To ensure a productive work environment where employees and business operations may function without disruption.

### *SCOPE*

This policy applies to all employees and non-employees during work hours and while on Agency premises.

### *POLICY*

The Center for Family and Child Enrichment strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, soliciting by one employee or another, or selling merchandise to another employee is prohibited. Distributing literature, merchandise and circulating petitions during work time or in work areas at any time is also prohibited. Finally, trespassing, soliciting or distributing literature or merchandise by anyone outside The Center for Family and Child Enrichment is prohibited on The Center for Family and Child Enrichment premises without the consent of the President & CEO.