

## Standard Operating Procedures: Solicitation During Work Hours

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### **A. INTRODUCTION**

In order to prevent disruption to operations, interference with work, and inconvenience to other employees, employees may not engage in solicitation or distribution of literature of any kind during working time except as indicated below.

### **B. PROCEDURE**

1. Employees who are not on working time, such as lunch or rest breaks, may not solicit any employee who is on working time for any cause or to distribute literature of any kind.
2. Working time does not include break time, meal periods, or other periods during which an employee is not required to perform their job duties.
3. The limited sale of raffle tickets, Girl Scout cookies, or merchandise for charitable causes, may be allowed if approved by the supervisor and limited to a general work area.

Failure to comply may result in disciplinary action up to, and including, termination.