

Procedure Title:

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

PROCEDURE NUMBER: 7-1-2

Policy Title:

Solicitation

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. In an effort to ensure a productive and harmonious work environment, persons not employed by Keystone may not solicit or distribute literature in the workplace at any time for any purpose.
2. Keystone recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks or any other periods in which employees are not on duty.)
3. Examples of impermissible forms of solicitation include:
 - The collection of money, goods, or gifts for religious groups
 - The collection of money, goods, or gifts for political groups
 - The sale of goods, services, or subscriptions outside the scope of official organization business
 - The circulation of petitions
 - The distribution of literature not approved by the employer
 - The solicitation of memberships, fees, or dues
2. In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for:
 - Affirmative Action statement
 - Employee announcements

- Internal memoranda
 - Job openings
 - Organization announcements
 - Workers' compensation insurance information
 - State disability insurance/unemployment insurance information
3. If employees have a message of interest to the workplace, they may submit it to the Director of Human Resources for approval. All approved messages will be posted by the Director of Human Resources.

NOTES: