



Policy 9.3	Solicitation, Distribution and Posting		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

SOLICITATION, DISTRIBUTION AND POSTING

9.3

POLICY

It is the policy of DuPage County to prohibit the solicitation, distribution and posting of materials on or at DuPage County property by any employee or non-employee, except as permitted in this policy.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A.** *Solicitation, Distribution and Posting* includes, but is not limited to, such activities as: selling, promoting or delivering products, goods or services; use of County-provided employee address listings for the purpose of solicitation; seeking contributions or pledges, including the distribution of printed materials *that are not DuPage County related*. These activities are prohibited whether in person, through mailings or phone contact, or through the use of other technology such as e-mail or the Internet.
- B.** Employees are not permitted to engage in acts of solicitation or distribution of literature during working time or during non-working time in areas where it may cause disruption to the work place. "Working time" refers to the portion of any workday during which an employee making the solicitation or receiving the solicitation is supposed to be performing any job duties; it does not include lunch breaks or other duty-free periods of time.
- C.** Non-Employees may not solicit employees or distribute literature of any kind on DuPage County non-public premises or other non-public areas without receiving prior approval from the Department Head or Chief Human Resources Officer, or designee.
- D.** Employees and non-employees are prohibited from posting non-work-related materials or literature on County Bulletin boards, e-mail, and/or other areas designated by the Department Head.

- E. Employees may only admit non-employees to work areas with approval from their immediate Department Head or Supervisor, or as part of a DuPage County sponsored program.
- F. In accordance with the Privacy Protection Act of 1976, DuPage County will not provide employee information (i.e., names, addresses, and telephone numbers) to outside companies, organizations or individuals for solicitation purposes.

PROCEDURES

1. The posting of materials on County property or the use of email sent or received by County computers is permitted only with approval of the Department Head and the Chief Human Resources Officer, or designee, and must be consistent with County policies.
2. Violations of this policy are to be reported to the appropriate Human Resources Representative, Supervisor, Department Head, or the Chief Human Resources Officer.
3. A violation of this policy may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)