

ODNR SOLICITATION POLICY

Effective:	June 15, 2011
Purpose:	To ensure employees are not involved in non-work related solicitation during scheduled work time
Authority:	<u>Ethics Policy</u> <u>Governors Charitable & Fundraising Activities Policy</u>
Reference:	<u>Ethics Policy</u> <u>Governors Charitable & Fundraising Activities Policy</u> <u>OCSEA Contract A/S 3.05</u> <u>FOP Contract Article 13</u>
Resource:	Office of Human Resources

POLICY

It is the policy of the Ohio Department of Natural Resources to limit solicitation and distribution of literature in areas controlled or occupied by the Department. An employee may solicit other employees in non-work (e.g., break rooms, lunch areas, etc.) areas providing that all employees involved are on non-work time. "Passive solicitation" by the placement of a collection box or envelope for approved charities in appropriate public areas is permissible, with prior approval of the Director. Distribution of literature by ODNR employees while on state time is prohibited, except as specifically approved by the Appointing Authority. The posting of partisan or defamatory information on Union bulletin boards is prohibited in accordance with Collective Bargaining Agreements. Solicitation by "e-mail" is not permitted and social or personal announcements must be authorized by the Director.

Exceptions to this are State sanctioned charity drives such as the Combined Charitable Campaign, Operation Feed, etc. At the Director's discretion, money may be raised to benefit individual employees or other established charities. Examples include collections to purchase retirement gifts or work related recognition events, school-related student fundraisers, funeral flowers and donations to assist a fellow employee with family or medical hardship or to support employee recognition awards.

No employee should solicit a vendor, retail store, restaurant or other such private entity with whom the Department does business to donate food or other items in conjunction with Department sponsored or related activities.

DEFINITIONS

1. Solicitation is any activity conducted for the purpose of advertising, promoting or selling any product or service or encouraging membership in any group, association or organization
2. Non-work time includes approved lunch periods, breaks and any time before or after scheduled work time.

3. "Approved charity" means a not-for profit organization which the Director has authorized for solicitation activities.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
<u>David Mustine</u>	<u>6/7/11</u>	Date