

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Solicitation Policy

PROCEDURE NO: HR 500.05

PREPARED BY: Kristen Pattison

DATE: 06/2011

LAST REVIEWED BY: _____

DATE: _____

LAST UPDATED BY: Kristen Gregory

DATE: 05/2018

APPROVED BY: Ron Litwiller

DATE: 08/2018

PURPOSE:

This policy applies to solicitation, distribution, and loitering in and on all company premises, by employees and non-employees (excluding residents). This policy is designed to prevent disruption in facility operation and inconvenience to employees, residents and visitors.

POLICY:

Individuals are requested to refrain from soliciting other employees during working time for any purpose. "Working time" includes working time for either employee soliciting or distributing literature or an employee being solicited or receiving literature.

Solicitation and distribution of literature or other materials by non-employees (excluding residents) for any purpose is prohibited at all times anywhere on company premises. Company premises includes, but is not limited to, all enclosed buildings, parking areas, walkways, driveways, grounds and other common areas.

The posting of materials or electronic announcements are permitted with approval from Human Resources and/or its designee(s).

Loitering in facility buildings is prohibited at all times. Any non-employee violating this policy (with the exception of a resident who lives on campus) will be required to leave the facilities' premises.