

NO SOLICITATION/NO DISTRIBUTION

Applicability: This policy applies to all Oak Hill employees.

Preamble: Employees have raised concerns about the sale by employees of goods such as make-up, candy and jewelry, and fundraising for outside charities. Oak Hill believes that such activities may be perceived as coercive. Consequently, as will be described more fully below, such activities will no longer be permitted without prior authorization.

Policy: As used in this policy:

- (a) "Soliciting" means any oral advocacy of an organization or cause or request for contribution or support thereof; any activity conducted for the purpose of advertising, promoting, or selling any product or service, or encouraging membership in any group, association or organization.
- (b) "Distributing literature" means the dissemination or posting of any written or graphic material, including, without limitation, flyers, notices, or any other written information or forms.
- (c) "Working hours" means paid working time.

In order to minimize intrusions into the privacy of employees and work disruptions, *and except as permitted under any existing labor agreements or otherwise expressly permitted*, the following activities are prohibited from taking place in any Oak Hill facility during working hours:

- (a) Soliciting Oak Hill employees for any *unauthorized* purpose (raffles, sales of merchandise, or for membership or support of social, charitable, or other organizations);
- (b) Distributing literature or products;
- (c) Delivering products for sale; and
- (d) Using Oak Hill communications facilities (computer system, telephones, email, facsimiles, copiers or bulletin boards) for any reason other than conducting the business of Oak Hill.

Authorization to engage in any of the above must be obtained from the General Counsel and will be limited to activities consistent with Oak Hill's mission.

Outside salespeople, advertising distributors and all other non-employees are prohibited from soliciting or distributing literature or products on Oak Hill property and in its facilities at any time unless expressly invited or permitted.

Employees participating in the annual Craft Fair for personal profit shall conduct all business relating to the Craft Fair, including but not limited to setting up, selling and cleaning up, on approved leave time.

Any violation of this policy will be deemed a violation of Oak Hill's Standards of Conduct and Workplace Behavior Policy.

Cross-reference: Conflicts of Interest
Discipline and Discharge

Originally published: May 1, 2006