



## Policy: Solicitation and Distribution

**ChildNet Number:** CN 009.059  
**Original Approved Date:** June 2003  
**Policy Revised Date(s):** December 10, 2009, April 25, 2018  
**Policy Sunset Date:**  
**COA Standard(s):** HR 5.02

### Statement of Policy:

The solicitation of non-related ChildNet business or event function by a ChildNet employee of or to another employee is prohibited while either employee is on working time. Solicitation, distribution of literature of non-related ChildNet business or event function by non-employees is prohibited on premises. Employees are not permitted access to the interior of any ChildNet facility during their off-duty hours to solicit or distribute literature of non-related ChildNet business or event function; distribution of non-related ChildNet business advertising material, handbills, or printed or written literature of any kind in working areas is prohibited at any time.

Bulletin boards are to be used for official ChildNet announcements only. All postings must be approved by the appropriate department Director and Talent Management.

**Board Chair's Signature:**

**Date:**

**President's Signature:**

**Date:**