

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Solicitation	Policy Number 0010
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014

SOLICITATION POLICY

Solicitation of our employees or by an employee to parishioners, to other employees or non-employees and any association with the Roman Catholic Diocese of Burlington is prohibited during working time and non-worked hours, and on/off Diocesan premises. This includes posting notices in work stations, break areas, or distribution of materials to sell or receive for personal financial gain from products or services. Personally soliciting goods or services during work hours is strictly prohibited. Examples of such solicitation include, but are not limited to:

- Chain letters
- Entrepreneurial ventures
- Cosmetics
- Crafts
- Group or club memberships
- Non-Corporate sponsored fund-raisers
- Unapproved workshop or class offers

The only approved exceptions to this policy are Roman Catholic Diocese of Burlington sponsored or sanctioned events, charities and school fundraisers that have been approved by the Office of Human Resources and Moderator of the Curia. Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

Any violation of this policy will result in disciplinary action up to and including termination.

****This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***