

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Solicitation Policy	Policy Number 00006
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: October 1, 2017

SOLICITATION POLICY

Solicitation of our employees by other employees or non-employees is prohibited during working time and on Organization premises. We believe this promotes a more secure work environment for all our employees. This includes posting notices in work stations, break areas, or distribution of materials to sell or receive 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

The only approved exceptions to this policy are Organization sponsored or sanctioned events and charities that have been approved by the Human Resources Department and Vermont Catholic Charities, Inc.

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former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*