

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 01/94	SECTION: Administrative	
BOARD APPROVED ON: 02/94	DATE REVISED: 08/19/15, 4/26/2023	SUBJECT: No Solicitation Policy	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 10/19/16, 11/21/18, 11/18/20, 11/18/2022, 4/26/2023		POLICY #: EA-007	PAGE #: 1 of 1

I. APPLICATION

The provisions stated here apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

This policy establishes Blue Water Developmental Housing, Inc.'s intent to have a work environment that is free from solicitation efforts that do not relate to BWDH business or interest. BWDH actively encourages employee's participation in community activities and organizations outside of work, the time spent at work is more productive and pleasant when not interrupted by solicitation and distribution of materials during work time. Employees/Non-employees may not distribute any literature or other non-work related materials either on work time or in work areas.

III. DEFINITIONS

Work Time: is defined as that time when an employee is scheduled and expected to be properly engaged in performing his/her task. "Works areas" are all areas of BWDH and other areas designated for non-work use.

Solicitation: persuasion to secure an employee's agreement to join or support a non-agency endeavor or organization or to purchase products or services, including, but not limited to candy, tickets, plants, etc.

Distribution: dissemination of posters, flyers, email and other written materials promoting products, services or an endeavor, organization or cause.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor/Designee

1. Will immediately be notified of unauthorized persons.

2. Immediately identify and interview such unauthorized person

Program Supervisor/Designee

3. The program will notify the unauthorized person(s) of the non-solicitation policy and request that they leave the premises.