



Policy & Procedure Manual

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**SOLICITATION – HR-III-24**

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**POLICY:**

Employees of OPTIONS are not permitted to solicit anyone for membership in any organization, for signing any petition, selling merchandise, tickets, etc. during working hours or on the premises without the authorization of Administration.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** \_\_\_\_\_