



## Solicitation and Distribution

[ Owner: Office of Human Resources ]

Diocesan bulletin boards are maintained to communicate Diocesan related information to employees and to post notices required by law. Employees are required to obtain approval from the Chief Operating and Financial Officer to post information on the bulletin boards.

The Diocese prohibits unauthorized solicitation and distribution of literature/materials on the grounds of the Pastoral Center. Chief Operating and Financial Officer is responsible for administering this policy and enforcing its provisions.

Persons not employed by the Pastoral Center are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, or engaging in any other solicitation, distribution or similar activity on the premises. Employees should not encourage any type of solicitation or distribution, should never accept any type of literature/materials or promise the distribution of literature/materials.

In order to avoid work interruptions and to protect employees from any unnecessary distractions, solicitation/distribution of or by employees is prohibited in work areas during work time. Work time does not include lunch or approved break periods. Distribution of literature to or by employees is prohibited in work areas at all times. Written solicitations or the distribution of literature/materials for charities or fundraisers of any type must be pre-approved by the Chief Operating and Financial Officer.

Department specific bulletin boards are to display department related materials only and must be approved by Director.