

## Solicitation Policy

### PURPOSE

The scope of this policy applies to all employees of Grand Traverse County as well as those who may seek to solicit on County property. The purpose of the policy is to provide a safe and secure work environment that does not infringe on the privacy of employees or disrupt the work environment.

### POLICY & PROCEDURE

The County limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the County, be detrimental to efficiency, be annoying, and pose a threat to security.

All managers are responsible for administering this policy and for enforcing its provision. Persons who are not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on County premises.

Solicitation is defined as any activity that seeks to make contact with employees to collect information, sell items, or gain support.

The solicitation of County employees during working hours is prohibited except as specifically approved by the Board of Commissioners for an item approved for payroll deduction. This policy is not intended to eliminate such things as employees' children's school fundraisers, however such solicitation should be limited to non-work areas and non-work time, such as lunch breaks.

### Rationale

The rationale of this policy is to provide a safe and secure working environment that does not infringe on the privacy of employees or disrupt the work environment.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Policy 4/92, Amended 7/99, 7/2019