

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 20.070 - SOLICITATION POLICY

Date: July 23, 2019
Revision No.: 1
Supersedes: May 14, 1993
First Adopted: May 14, 1993

POLICY:

The San Bernardino Municipal Water Department (Department) prohibits the solicitation, distribution, and posting of materials on or at any Department facility by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Department and Department-sponsored programs approved by the General Manager or designee.

PROCEDURE:

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to the Department. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism

Distribution refers to disseminating literature or material for commercial or political purposes.

Non-employees

Non-employees may not solicit employees or distribute literature of any kind on Department premises at any time. Employees may only admit non-employees to work areas with management approval or as part of a Department-sponsored program. These visits should not disrupt workflow. A Department employee must

accompany the non-employee at all times. Former employees are not permitted onto Department property except for official Department business, or approval of the General Manager or designee.

Employees

Employees may not solicit other employees during work hours, except in connection with a Department approved or sponsored events, such as: Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring.)

- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the Department.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work.

Solicitation for the following is strictly prohibited during work hours and at all Department facilities and work areas:

- Solicitation for personal profit.
- Requesting support or funding for political campaigns.

Employees may not distribute literature of any kind during work hours, or in any work area at any time, except in connection with a Department-sponsored event, or approval of the General Manager or designee. Posting of materials or electronic announcements are permitted with approval from Human Resources. Prohibited distribution and posting includes, but is not limited to:

- Unauthorized posting of non-work-related material on company bulletin boards.
- Solicitation or distribution of non-business literature toward customers, and vendors.
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance to or participation in any kind of activities or organizations. Employees should not be forced or harassed to support fundraising events, collections, purchasing of merchandise or other activities.

This policy applies in the same manner to all individuals or groups. The Department must not allow one group or person to engage in solicitation, while excluding others without cause. Employees may refer any questions to their supervisor and/or Human Resources.

Policy Review

Established:	<u>5/14/1993</u>
No Changes:	<u>7/2018</u>
Revision Board Approved:	<u>7/23/2019</u>
No Changes:	<u>7/2020</u>
No Changes:	<u>7/2021</u>