

7.08 Solicitation

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that persons not employed by Licking/Knox Goodwill Industries, Inc., may not solicit or distribute literature in the workplace at any time for any purpose.

Procedure:

Licking/Knox Goodwill Industries, Inc. recognizes that employees have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning those activities during working hours without prior approval.

In addition, the posting of written solicitations on company bulletin boards is restricted; company bulletin boards are for authorized organization and employee information only.

Employees wishing to post information beneficial to their co-workers may submit a request to the Director of Communications. The Director of Communications, or designee, will post all approved messages.