

## 212 Solicitation and Distribution on Agency Property Policy

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**Purpose:**

To provide guidelines for solicitation

**Scope:**

All Employees, clients and other stakeholders

**Policy:**

Winona ORC prohibits the solicitation, distribution and posting of materials on or at WORC property by any employee, client or other stakeholder.

The sole exceptions to this policy are charitable and community activities supported by WORC management and WORC-sponsored activities related to our products and services. The posting of materials or electronic announcements are permitted only with approval from Human Resources.

Solicitation is verbal communication for the purpose of selling, political campaigning, organizing for civic activities or any other cause. Distribution is an exchange of printed or electronic materials such as handbills, letters, or pamphlets for any sale, candidate or cause.

**Outside Sources**

Persons not employed by Winona ORC may not solicit or distribute literature of any kind on the property for any purpose at any time.