

## **POLICY 404**

### **SOLICITATION AND DISTRIBUTION**

**Effective 05-01-2021, Resolution No. 014-21**

#### **Policy**

To preserve the use of County facilities for the conduct of County business and to preserve the meetings of the Board of County Commissioners as the proper forum for discussion of issues affecting the County, it is the policy of Johnson County Government to limit solicitation and distribution on its premises as follows:

- Non-employees are prohibited from soliciting or distributing to County employees during work hours.
- Employees may not engage in solicitation or distribution in the workplace for commercial purposes.
- Employees may not solicit or distribute materials to persons outside their department/agency/office for non-business purposes except that, subject to department/agency/office approval, employees may solicit contributions, distribute materials, or organize fundraising events or drives on behalf of community service or charitable agencies that the Board of County Commissioners has designed by resolution as Community partners, provided that such activities are primarily for employee participation. While employees are encouraged to assist in these drives and events, their participation is entirely optional.
- Department/agency/office leaders may authorize limited solicitation and distribution within their own department/agency/office for purposes related to department/agency/office's business, for programs sponsored by community service or charitable agencies, or for gifts for department/agency/office employees, provided that participation is entirely optional.

The County Manager may establish further standards and procedures regulating solicitation and distribution.

#### **Definitions**

Distribution includes providing literature, gifts, and other materials whether done in person, electronically, or by other means.

Solicitation includes requesting funds, signatures on petitions, support for causes or organizations, participation in an event or membership in an organization, and offers to sell goods or services whether the solicitation is done in person, electronically, or by other means.