

**ARCHDIOCESE OF CINCINNATI**  
**SOLICITATION & DISTRIBUTION POLICY**

The primary purpose of this policy is to establish guidelines for employees of the Archdiocese of Cincinnati and its Affiliates (defined as any "parish, school, office, agency, and other institutions that operate under the administrative authority of the Archbishop") regarding solicitation and distribution. It also restricts similar activities by non-employees. In order to prevent disruption of business and to ensure a productive working environment, it is the policy of the Archdiocese of Cincinnati and its Affiliates to prohibit unauthorized solicitation of individuals and/or distribution of materials on its premises by employees, volunteers and non-employees.

**DEFINITIONS**

**"Solicitation"** refers to oral persuasion to secure an individual's agreement to join or support an endeavor or to purchase products or services.

**"Distribution"** refers to the dissemination, posting of flyers, brochures, email and other written materials promoting products, services or an organization or cause.

**POLICY**

- A. No employee of the Archdiocese of Cincinnati or its Affiliates **may solicit** another employee during either his/her working time or the working time of the employee being solicited, anywhere on Archdiocesan or an Affiliate's premises. "Work time" is defined as any time when the employee doing the soliciting or the employee being solicited is scheduled to be working. Lunch time and break periods are not considered "work time" for purposes of this policy. Employees are not to be interrupted at the worksite in person, by telephone or email during their work time.
- B. No employee **may distribute** any written material in a) working areas at any time or b) non-work areas (e.g. break room, lunch room, parking lot) during his/her working time.
- C. A non-employee may not distribute materials or solicit employees on Archdiocesan or an Affiliate's premises at any time unless approved in advance by Human Resources or a responsible administrator.
- D. The Archdiocese may authorize a limited number of fund raising activities for its own benefit and the benefit of other charitable organizations, such as United Way or other efforts to raise funds for health promotion, disease prevention, treatment and cure.
- E. The Archdiocese of Cincinnati and its Affiliates maintain bulletin boards to communicate Archdiocesan information to employees and to post notices required by law. Any posting of notices, photographs or other printed or written materials on bulletin boards or any other Archdiocesan property is prohibited unless pre-approved by Human Resources or a responsible administrator.

## **ENFORCEMENT**

The Archdiocese of Cincinnati, its Affiliates and their responsible administrators intend to enforce the policy set forth and expect all employees to comply. Failure to comply with any of the provisions of the Solicitation & Distribution Policy will be grounds for discipline, up to and including termination.

The Archdiocese of Cincinnati reserves the right to (1) make changes to this policy at any time and at its sole discretion, and (2) interpret and administer the policy in light of changing circumstances and events.

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**PLEASE PRINT**

**Employee Name:**

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle Initial

**Job Title:**

**Office/Parish/School**

**Verification Statement**

I verify that I have read and understand this policy. I agree to abide by this policy and also understand that the Archdiocese of Cincinnati and its Affiliates may amend or change the policy at their discretion without notice.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

**RETURN SIGNED FORM TO HUMAN RESOURCES OR ADMINISTRATOR**