

POLICY TITLE: Employment: Solicitation			NUMBER 803.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn Whitmire</i>			Page <u>1</u> of <u>1</u>
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Policy Statement: It is the policy of the City of Houston to protect its employees from solicitors and to prohibit solicitation by employees or outside solicitors on City facilities and/or during working hours.

Policy Basis: Policy statement pursuant to Section 12-183 of the Code of Ordinances.

Policy Amplification: For the purposes of this policy, "solicitation" shall be defined as the direct or indirect seeking of contributions, selling of products, services, or programs; or the approaching of any employee regarding support of an outside agency, organization, or company. Solicitation shall further include but not be limited to the posting or distribution of non-work related literature or notices as well as electioneering activities. (See policy titled: Seeking Elective Office)

To protect employees from harassment, disruption of work, and possible loss of personal property, the following shall be prohibited:

1. Solicitation by non-employees in or on City facilities;
2. Solicitation by City employees during working hours;
3. Solicitation by employees in non-working areas of City facilities during their working hours;
4. Distribution of non-work related literature by employees at City facilities.

It is recognized that many employees supplement their income by selling jewelry, cosmetics, etc., and such activity is permissible so long as it is done in accordance with the above policy.

Policy Compliance: All employees through the department/division director shall comply form policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the employee's department/division director and to the Director of Personnel for review and recommended course of action. This policy shall not apply to City sponsored or City approved programs such as United Way, U.S. Savings Bonds, etc. The approval of such programs shall be at the discretion of the Mayor.