

Warren-Newport Public Library District **Staff Manual**

712 Solicitation

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In an effort to ensure a productive and harmonious work environment, persons not employed by the Warren-Newport Public Library District (WNPLD) may not solicit or distribute literature in the workplace at any time for any purpose.

The WNPLD recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards or white boards is restricted. These bulletin boards and white boards display important information, and employees should consult them frequently for:

- Library District Ordinances
- Agendas of Library Board meetings
- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Executive Director for approval. All approved messages will be posted by the Executive Director or their designee.