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| Document Number: | ADM-003 |
| Document Title: | On-Site Sales and Solicitations Policy |
| Document Owner | Administration |
| Approval Date: | January 20, 2023 |
| Approved By: | Drenda Niemann, Health Officer |
| Effective Dates: | January 20, 2023 until January 20, 2026 |

1.0 Purpose

The purpose of this policy is to ensure that employees are not harassed in the workplace or in any way pressured to purchase services or products from outside solicitors or other employees. This policy is also intended to protect confidentiality by prohibiting non-employee vendors or solicitors from accessing employee offices or patient areas.

2.0 Scope

These guidelines apply to all staff, (including contractors and temporary), patients and visitors who work at or do business with Lewis and Clark Public Health (LCPH).

3.0 Policy

It is the policy of LCPH that non-employee vendors or solicitors are not allowed to take goods through the building or to approach any employee in the office or workplace.

It is further the policy of LCPH that employees are allowed to only offer products or services for sale (such as Avon, Girl Scouts, Tupperware, school fundraisers, etc.) by placing catalogues, ordering forms, and/or associated materials in public areas, such as the mail or break rooms.

No employee is obligated to make a purchase.

No direct (face-to-face) solicitation is allowed in the workplace.

4.0 Training

Senior Management and program supervisors will ensure that all department staff are aware of this policy and, when necessary, trained in its application and procedures.

5.0 Maintenance

The Administration Team is responsible for reviewing this policy at least once every three years and revising it as needed.

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