

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

<b>POLICY NO: 3.11</b>	<b>PAGE: 1 OF 1</b>
<b>SUBJECT: SOLICITATION/DISTRIBUTION/BULLETIN BOARD</b>	
<b>DEPARTMENTS AFFECTED: ALL</b>	<b>APPROVED BY:</b>
<b>ISSUE DATE: 7-1-92    REV. DATE: 6-30-98</b>	<b>EFFECTIVE DATE: 7-31-91</b>

**PURPOSE:** To define the rules governing solicitation, distribution and posting on bulletin boards.

**POLICY/PROCEDURE:**

I. Solicitation and Distribution

- A. Distribution of supervisor approved, Marklund business-related literature by employees will be permitted. The Charities staff must approve drafts prior to printing and posting. Solicitation by employees will not be permitted.

Violation of this policy will subject employees to disciplinary action. Employees who discover other persons making unauthorized solicitation or distribution of literature should report this to their supervisor immediately.

Selling anything on Marklund property except official Marklund products that benefit Marklund is prohibited.

B. Non-Employees

Non-employees are not permitted to place any type of notice, announcement or any other form of communication on Marklund bulletin boards.

C. Volunteers

Volunteers may place notices, announcements or other communications on the bulletin boards at Marklund which relate directly to Marklund business or which have been approved by the facility administrator.

II. Bulletin Boards

Marklund authorized notices, announcements and communications are those which have been approved by an employee's supervisor or the facility administrator.

Violation of this policy will subject employees to disciplinary action and possible termination. Employees who discover other employees or other persons making unauthorized use of bulletin boards at Marklund should report this to their supervisor.