

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
INTERNAL POLICIES AND PROCEDURES**

**Subject:**       **EMPLOYEE SOLICITATION IN THE WORKPLACE**

**Date:**           September 20, 2013

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**Purpose:**

This policy provides guidance to employees regarding solicitations in the workplace. The purpose of this policy is to establish the department's intent to have a work environment that is free from solicitation efforts that do not relate to DAS' business or interest. Solicitation is defined as an activity benefitting individual employees, their spouses, children or others associated with the employee.

DAS encourages employees to participate in community activities and organizations outside of work. However, the time spent at work is more productive and free from distractions when not interrupted by solicitations and distribution of materials by employees. Employees are instructed to consult with their division director to discuss exceptions to this policy.

**Policy:**

1. DAS employees may not solicit in the workplace for themselves, their spouses, children or others associated with the employee.
  - a. examples of solicitation include but are not limited to the following:
    1. raffles
    2. charity drives not approved by the Executive Director, DAS
    3. cosmetic, jewelry sales, or health care items
    4. bake sales
    5. sales of items to raise funds for organizations
    6. food vending
    7. commercial or personal business sales
2. The DAS Executive Director may approve exceptions to this policy. Employees wishing to request an exemption to the policy must submit the request in writing to their Division Director for review and approval or denial. If the Division Director supports the employee's request for an exemption, the Division Director will forward the request to the Executive Director for final review and approval or denial.
3. The annual State of Utah Charitable Fund Drive is exempt from this policy.