

Policy 8.09

POLICY TITLE: EMPLOYEE SOLICITATION	POLICY # 8.09		
Topic Area: HUMAN RESOURCES	Page 1 of 2	REVIEW DATES	
Applies to: LRE Staff Developed and Maintained by: LRE CEO, LRE HR Coordinator	ISSUED BY: Chief Executive Officer	3/20/14	5/1/15
		8/20/2015	10/10/2016
		8/6/18	
	APPROVED BY: Board of Directors		
Supersedes: N/A	Effective Date: 4/1/2014	Revised Date: 10/10/2016	

I. POLICY

It is the policy of Lakeshore Regional Entity (LRE) that staff members may solicit other LRE staff members for a specific non-profit organization if the solicitation does not interfere with work activities or disrupt the delivery of services to consumers.

II. PURPOSE

To establish policy and procedures governing solicitation activities at the Lakeshore Regional Entity.

III. APPLICABILITY AND RESPONSIBILITY

Employees, volunteers, and interns.

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. DEFINITIONS

None

VI. PROCEDURES

- A. Persons not directly associated with LRE shall be prohibited from soliciting in LRE facilities.
- B. A staff member who wishes to make a personal solicitation of support from other staff members may do so at their own discretion.
- C. All solicitations for company sponsorship and/or financial support must be pre-approved. A staff member who wishes to solicit the support or sponsorship of the agency must submit a written request to Human Resources (HR) for committee review.
- D. If a solicitation involves a brochure, sign-up sheet, or other publication, it may be centrally posted for all staff to view if so desired.
- E. Although not intended as an exhaustive list, LRE equipment and resources, such as

computers, e-mail, voice mail, fax machines, office supplies, copiers, and telephones shall not be used for solicitation purposes, unless expressly approved by HR.

VI. **SUPPORTING DOCUMENTS:** Not applicable.