

**<Insert Organization Name>**

**Non-Solicitation Policy**

The purpose of the following policy is to establish and explain the rules by which <Insert Organization name> will not permit solicitation in the workplace.

From time to time the Association may endorse a charity drive and invite voluntary participation from employees.

The Association does not permit any other solicitation of employees by non-employees on the premises.

The Association also does not permit solicitation by employees during working hours except that employees may post messages related to the occasional sale of personal items. These postings must be limited to 1) Association-approved bulletin boards located in employee break areas, and 2) the Association’s classified section available on its intranet.

The Association may remove postings and solicitations at its sole discretion if the postings have the potential to violate any provision of this policy, or any federal, state or local law or regulation.