

## CORPORATE POLICY

<b>SUBJECT: Non-Solicitation and Non-Distribution</b>	<b>CATEGORY: Human Resources</b> <b>ORIGINAL DATE: January 28, 2026</b> <b>REVIEWED DATE:</b> <b>REVISION DATE:</b>
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### I. **POLICY:**

To maintain productivity, proper work environment, and prevent disruption, this policy addresses the times and locations employees can engage in solicitation/distribution of non-work-related items (e.g., sales, personal fundraising, political/religious materials, membership) on LCHC/CHC premises, including its electronic communication systems.

### II. **SCOPE:**

All Lake County Health Department and Community Health Center employees

### III. **DEFINITIONS:**

Working Time: Time an employee is actively performing job duties (excludes breaks, lunch and before and after work).

Working Areas: Offices, workstations, conference rooms, clinical areas where work is performed.

Non-Work Areas: Break rooms, cafeterias, hallways (if separate from workstations), outdoor premises.

### IV. **PROCEDURE:**

#### **A. Employee Conduct**

1. Employees may solicit and/or distribute non-work-related items as follows:
  - a. During Working Time: No soliciting or distributing literature/materials.
  - b. During Non-Work Time (Breaks/Lunch): Permitted in non-work areas (e.g., break room), but not to employees who are working.
  - c. In Work Areas: Employees may not solicit or distribute in work areas.

#### **B. Non-Employee Conduct**

Non-employees are prohibited from soliciting and/or distributing to employees through the LCHD/CHC electronic communications systems at any time or on LCHD/CHC property or facilities without prior approval.

#### **C. Specific Prohibitions (Beyond General Solicitation)**

1. In addition to the general solicitation policy, employees must also follow the restrictions when soliciting or distributing materials:
  - a. Gift Ban: Employees cannot solicit or accept gifts from those seeking official action.
  - b. Fundraising: Personal sales (Girl Scout cookies, raffles, etc.) are restricted, except as permitted pursuant to 1. B. above, or unless part of an agency-approved charitable effort.
  - c. Offensive Content: Prohibits literature containing hate speech or unlawful harassment or other speech or conduct inconsistent with the electronic communications policy.

## **CORPORATE POLICY**

- d. Electronic Communications: May never be used for solicitation or distribution of non-work-related information or items by employees, unless pre-approved by management. (e.g., for a specific approved meeting, event, location, or health fair).

### **D. Legal Compliance**

This policy does not interfere with employees' rights to discuss wages, hours, or working conditions as otherwise authorized by the Illinois Labor Relations Act or otherwise engaging in protected activity under State or Federal law.

### **E. Enforcement**

Violation of this policy may result in disciplinary action.

## **IV. REFERENCES:**

Discipline Policy  
Electronic Communications Policy

## **V. AUTHORS/REVIEWERS:**

Designated Review Team, Executive Director, Deputy Executive Director, and Lake County Board of Health Personnel Committee.

## **VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_