

 <b>HUMAN RESOURCES POLICIES</b>		Section #	Policy #
		I	21
		Approval Date:	Revision Date: Sept 2019
Title:	<b>SOLICITING/CANVASSING</b>		
Applies To:	All Employees		

**POLICY STATEMENT:**

Solicitation of goods and services from business establishments and acceptance of goods or services from outside vendors is prohibited. Soliciting or canvassing Regional employees or clients is prohibited except as outlined in this policy.

**OPERATING DETAILS:**

Regional employees are prohibited from soliciting business establishments for the purpose of receiving free goods or services for Region of Waterloo employee events, unless such goods or services are of nominal value. This restriction does not apply to events that fall outside the jurisdiction of the Region, such as Sunnyside Foundation activities.

External vendors and other parties are prohibited from soliciting and canvassing on Regional premises, unless authorized by the Chief Administrative Officer.

Employees may solicit or canvas other employees in their division for minor charitable events or organizations (e.g. sale of tickets, chocolate bars). To solicit or canvas employees outside of their division, employees must obtain the approval of their department head. These privileges may be restricted at any time if they are overused or abused.

Employees may post notice of items for sale on the approved bulletin boards in their work locations. Alternatively, they may be posted on the Intranet bulletin board in accordance with **HR Policy I-6** and the guidelines established by the Information Technology Systems Division.

Any notices or postings incorrectly posted or deemed inappropriate by the **Department Head** will be removed.

Fundraising and sponsorship activities which have been approved corporately are permissible and may include **Casual Days** which are held to benefit:

1. a charitable cause within Waterloo Region, e.g. **United Way, Sunnyside Walk and Roll**;
2. a resident of Waterloo Region or a Regional employee who suffers a personal crisis, such as a house fire;
3. a provincial or national campaign to assist residents of an area severely affected

by a disaster; or

4. a Regional employee-funded program or event, e.g. family Christmas party, employee fitness centres.

Casual days are approved by the Chief Administrative Officer and are published on a yearly basis in Region news. No more than one casual day will be approved per week.

**SEE ALSO:**

- Code of Ethics and Conflict of Interest (I-8)
- Dress Code (I-05)
- Use of Information Technology Systems (I-6)
- Occupant's Handbook

**FOR FURTHER INFORMATION PLEASE CONTACT:**

- Commissioner,  
Human Resources