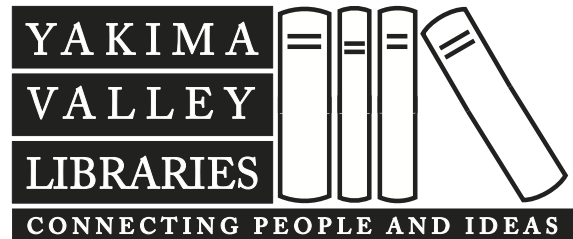


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# Non-Solicitation



## **PURPOSE**

It is the Yakima Valley Libraries' desire to conduct its operations in an orderly and efficient manner. We believe our employees and library customers should have the opportunity to work without interference from persons who are pursuing a purpose not related to our normal business. With this in mind, we have established the following policies.

## **POLICIES**

The Yakima Valley Libraries will not allow non-employees to come upon its premises or in its facilities to solicit employees or library customers or to distribute literature or other materials for any purpose at any time.

Employees are prohibited from distributing any form of literature or other materials in their work areas which are not related to the Yakima Valley Libraries business purpose and authorized by the Yakima Valley Libraries' administration.

Employees are also prohibited from soliciting other employees for any cause during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in with assigned work.

Notwithstanding the foregoing, employees may conduct solicitations during their lunch period, coffee breaks, or other authorized non-work periods.

Adopted: January 2002  
Reformatted: July 2010