



EMPLOYEE SOLICITATION RESTRICTION

Effective Date of Policy: 4/3/2023	Next Scheduled Review: 7/1/2026
Last Reviewed: 7/1/2024	Policy Number: OCC-17
Date Policy Last Revised: 4/3/2023	Replaces Policy Number:
Approved: Trey Lam / Commissioners	Approval Date: 7/1/2024

A. PURPOSE

The Oklahoma Conservation Commission (Commission) recognizes the responsibility to prevent disruption of normal governmental business and avoid interference or disturbance to our employees.

B. SCOPE

This policy applies to all individuals employed by the Commission.

C. POLICY

Solicitation for any reason during working hours and in working areas is not permitted without supervisor approval. Solicitation refers to employees approaching others to influence them to take a specific action or make purchases unrelated to Commission business. This includes selling items or services, requesting contributions, and seeking membership or support for any organization. Solicitation can occur through oral, written, or electronic means.

D. APPLICATION

Employees are not permitted to solicit other employees during work times or in work areas. This includes the use of the systemwide.gov email system.

E. IMPLEMENTATION

This policy is not intended to prohibit Commission employees from engaging in permitted Oklahoma State Charitable Campaign activities. Nor is it intended to prohibit school, church, or organization fundraising activities, including posting or distribution of related lawful fundraising material by Commission employees that are limited to the personal space of the employee and conducted during non-work times.

Non-work times include break periods, mealtimes, or other specified periods during the workday when staff is not expected to be performing their work tasks.

F. QUESTIONS

Compliance questions regarding this policy should be directed to the Human Resources Manager. Failure to comply with this policy may result in disciplinary action.