


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Non-Solicitation
	Policy Reference No:	3-4
	Release Date:	18 November 2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees & Volunteers

The Township of Verona strictly prohibits solicitation (through verbal or non-verbal means) by employees on Township property during work time that in any way interferes with work for any reason not directly related to the employee’s job. For purposes of our Non-Solicitation policy, “Solicitation” includes canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on Township property or using Township resources (including without limitation bulletin boards, computers, mail, email and telecommunication systems, photocopiers and telephone lists and databases). For purposes of this policy, work time does not include meal periods, work breaks, or any other periods during which the employee is not on duty. Employees may never solicit residents for personal interests. Any failure to comply with this policy is grounds for disciplinary action, up to and including termination.

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Revision No.	Revision Date	Nature of Revision	Approved By