

Solicitation Company Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to creating a positive work environment, we have established a solicitation policy to ensure that all employees feel comfortable and respected while at work.

Solicitation in the workplace can be disruptive and may interfere with productivity. Therefore, we ask that all employees refrain from engaging in solicitation activities during work hours. This includes selling products, services, or tickets, as well as distributing non-work-related materials.

If you have any questions about our solicitation policy, please refer to the employee handbook or speak with a member of the HR team. Thank you for your cooperation in maintaining a professional and respectful work environment.

[Company Name] HR Team

Sources:

- Society for Human Resource Management (SHRM): <https://www.shrm.org/>
- U.S. Department of Labor: <https://www.dol.gov/>