

Date: [Insert Date]

To: All Employees

From: [Insert Name/Department]

Subject: ADVISORY: Permissible Solicitation and Distribution Policy

Dear Employees,

This letter serves as an advisory regarding [Company Name]'s policy on solicitation and distribution of literature within the workplace. To ensure an environment that is productive and free from unnecessary disruption, we remind all staff of the following guidelines:

1. Solicitation

Employees may not solicit other employees for any purpose during "working time." Working time refers to the period during which an employee is expected to be performing their job duties. It does not include authorized break periods, meal times, or other periods when employees are not on duty.

2. Distribution of Literature

The distribution of handbills, leaflets, or any other printed materials is prohibited in "working areas" at all times. Working areas include any space where company business is actively conducted. Distribution is permitted in non-working areas (such as break rooms or parking lots) during the non-working time of both the employee distributing and the employee receiving the materials.

3. Non-Employees

Solicitation or distribution of any kind by non-employees on company premises is strictly prohibited at all times.

4. Use of Company Resources

The use of company systems, including email, bulletin boards, and internal communication tools for non-business solicitation or distribution is subject to the company's Information Technology and Acceptable Use policies.

Please note that this policy is applied uniformly to all activities and is not intended to restrict rights protected under applicable labor laws. Failure to comply with these guidelines may result in disciplinary action.

If you have any questions regarding these rules, please contact the Human Resources Department.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]