

SOLICITATION OF DONATIONS

As an employee of the City of Chesapeake, we are paid by the taxpayers to conduct City business during business hours. As a result, solicitation of any type, with the exception of those instances covered under AR 2.01 and charitable events, during working hours is prohibited. Employees may engage in this process on their own time in the break room or outside of City offices. This prohibition includes, but is not limited to selling Avon, Amway, Girl Scout Cookies, children's school fund raising, etc.

Additionally, the conduct of business for social/religious clubs and or organizations should occur on the employees own time not during business hours. City materials, supplies, resources and equipment are not to be used for non-City business.

City sponsored charitable events/fund raisers (100% of profit must be directed to outside charitable/civic organization) may still be conducted and are excluded under this policy. However, employees' participation is voluntary. They are not required to donate or participate unless such activity is within the scope of their written class description.