

### **4.31 NO SOLICITATION/NO DISTRIBUTION**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch or other breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time. This rule does not apply to materials being sold or given out by the Library District.

*Adopted by the Niles Public Library District Board of Trustees 3.15.2017*