



MEMORANDUM

To: All Staff

From: Executive Director

Subject: SOLICITATION

To prevent disruption to clients and staff of Children's Institute International during hours of operation, solicitation, of staff clients, business and other visitors is prohibited at CII. This applies to any person, firm or corporation that attempts to solicit the individual business of staff, clients, or visitor in any manner or for any purpose on CII premises.

Any personal solicitation activity during work hours by employees on CII premises is also prohibited. However, this does not apply to CII employees who distribute literature and process enrollment documents for CII sponsored a /or CII administered group programs.

No employee shall solicit for a private vendor or operator the patronage of any CII client, nor refer any CII clients for treatment or services other than required by the employee's regularly assigned duties.

Children's Institute International employees who are found soliciting on CII premises will subject to appropriate discipline. Please review CII's Employee Handbook concerning disciplinary policy.

Non-CII personnel soliciting on CII premises will be asked to leave the premises and the incident shall be reported to the Human Resources Department.

Signature: _____ Date: _____