



## Policy and Procedure # 171

### Literature Distribution

Approval: \_\_\_\_\_ Effective Date: 5/6/2024

#### POLICY:

No one may distribute literature or post notices on EFI premises without permission from the Executive Director.

#### PROCEDURE:

1. All requests to distribute literature or post notices on EFI premises will be reviewed in accordance with these standards:
  - A. Whether the activity would interfere with work performance or be offensive to other employees;
  - B. Whether the activity is governed or prohibited by law;
  - C. The relevance of the activity to the workforce as a whole; and
  - D. Whether the activity would affect the impression received by clients or visitors.
2. The decision by the Executive Director as to whether literature will be allowed to be distributed will be final and binding.
3. Employees who violate this policy will be subject to corrective action, up to and including termination.