

Policy: Ethics 1.3.2**Ethics: Soliciting and Receiving Charitable Contributions in the Workplace****Subject matter expert:** Ethics Advisor, Director's Office Division**Effective date:** 11/29/2018**Next review date:** 11/29/2021**Reference:** RCW41.04.033-039
RCW 42.52
RCW 42.52.805
WAC 434-750**Accompanying procedure:** None

This policy applies to all Department of Licensing (Agency) employees.

Policy

- 1. The agency will use Combined Fund Drive (CFD) as the primary campaign for charities.**
- 2. Appointing Authorities may approve non-CFD fundraising activities that support organizational effectiveness.**

Non-CFD fundraising activities must take place outside of work areas and work hours. However, employees may use *de minimis* resources during the workday to plan and communicate the activity.

Employees who want to plan and communicate a non-CFD activity during the workday must first use the Non-CFD Fundraising Request form to obtain approval.

Allowable activities include:

- Fundraising for a charitable cause.
- Fundraising for employees who suffer an illness or family tragedy.
- Recruiting volunteers to participate in charitable activities away from the workplace.

- 3. The Actively Involving Department Employees (AIDE) association may occasionally solicit agency-wide for contributions or volunteers.**

APPROVED
Executive Ethics Board

Date: 5-11-2018

4. Employees may only solicit and receive contributions for nonprofit organizations on lunch or breaks.

Employees may use break rooms **to display** non-profit fundraising items.

Employees will not:

- Use state resources.
- Give the impression that supervisors or management endorse the effort.

5. Managers and supervisors may not solicit or receive contributions from employees who work under their supervision or influence.

6. Employees will respect and never retaliate against an employee's choice to give or not to give.

Definitions

Appointing Authority: An individual authorized to appoint, transfer, layoff, reduce, dismiss, suspend or demote employees.

De minimis: Includes any use that is:

- Brief;
- Occurs infrequently;
- Does not interfere with the performance of the employee's official duties;
- Does not compromise the security or integrity of state property, information systems, or software;
- Never to conduct an outside business, private employment, or private financial gain; and
- Never to support, promote the interests of or solicited for an outside organization or group.

x Pat Kohle
Director signature

APPROVED
Executive Ethics Board

Date: 5-11-2018