

TO: All Department of Social Services Employees

FROM: Jeanne Anderson
Director, Human Resources

DATE: May 1, 2011

RE: Selling in the Workplace

As a reminder to all Department of Social Services employees, I am reissuing the agency's policy of Selling in the Workplace.

The Connecticut General Statutes prohibit the use of State time, equipment or premises to derive personal profit. The Agency Code of Ethics also prohibits the use of State equipment or materials for other than State business purposes. In order to uphold the Connecticut Statutes and the Agency Code of Ethics, it is the policy of the Agency to prohibit the **selling or distribution** of goods, which result in a personal benefit to the employee or to a third party. Further, the selling of these goods **on State premises**, during meal or break periods, before or after the work hours, is also prohibited.

Items such as Avon, Tupperware, jewelry, food and clothing, are all considered to be prohibited selling activities which profit the individual. This is not an exhaustive list, but rather a list to indicate the types of activities that are not acceptable.

This policy is not meant to prohibit the sale of items which will benefit charitable organizations. For instance, schools, boy and girl scouts, and holiday/picnic fundraisers would be acceptable.

If you have questions or need clarification regarding this policy, you should contact your Human Resources representative.