

Worksite Conduct Procedures

- 1) **Solicitation laws in USPS/FED** solicitation is allowed to commercial or nonprofit activities performed under **contract** with the postal service or pursuant to the provisions of the Randolph-Sheppard Act (**The Randolph-Sheppard Act, 20 USC & 107 et seq., is a federal law which mandates a priority to blind persons to operate vending facilities on federal property.**)
- 2) **Depositing Literature** depositing or posting of handbills, flyers, pamphlets, signs, posters, place cards, or other literature (except official postal service/ Fed and other governmental notices and announcements) on the grounds, walk ways, driveways, parking and maneuvering areas , exteriors of buildings, and other structures, or on the floors, walls, stairs, racks counters, desks, writing tables, window ledges, or furnishing in interior public areas on postal services & federal premises is prohibited.
This does not apply to the following: Posting Notices on employee bulletin boards as authorized by 39 CFR 243.2 (Management Labor Organization agreements under union endorsement or contracted benefits)
- 3) **Identification and Contract** entry or access to USPS/Federal Government facilities require proper identification and business cards that must be on you at all times when confronted. This is a US Gov't security measure policy that has been strongly enforced since September 11th. You must have a name or contact person that's a manager or supervisor familiar with your visit to escort you into the breakroom area. The violation of these guidelines is a violation of laws against trespassing.
- 4) **Work Room Floor** for safety measures the Postal Service/ Fed Gov't requires you to stay within the breakroom or cafeteria at all times while inside a facility unless when needing to go to the rest room, time clock or deck. If you desire to approach an employee or get their attention try motioning them with a flier to come to you. Otherwise notify the supervisor from your initial entry for permission.
- 5) **Alcoholic Beverages, Drugs and Smoking** anyone under the influence of alcohol or any drug that has been defined as a **"controlled substance"** may not enter Postal Services or Federal Property. This is prohibited and is defined in **Title 21, United States Code Section 802**. This includes all forms of **marijuana**. Cigarette smoking is prohibited in all Postal Service and Federal Buildings or office space including public lobbies.