



HARMONY FLORIDA

Community Development District

Solicitation Policy

Scope

This policy applies to all employees as well as residents and external visitors, partners, contractors, and customers who may be on any community property before, during, or after normal working hours.

“*Workplace*” refers to community property where employees work (recreation facilities, offices, meeting rooms, etc.). This definition excludes cafeterias, common areas, or other places where employees do not usually carry out their job duties.

“*Working hours*” are any time during which an employee is expected to carry out their job duties. This definition excludes meal or rest breaks.

This policy does not refer to any kind of work-related matters. Employees can discuss and request assistance or participation in work-related projects. Discussions that fall under the purview of laws protecting unionizing are also excluded from this policy.

Policy elements

Solicitation is any form of request for money, support, or participation for products, groups, organizations or causes which are unrelated to the Harmony District. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism

Distribution refers to disseminating literature or material for commercial or political purposes.

Non-Employees

All forms of solicitation and distribution are strictly prohibited for non-employees at all times on any community property, unless previously and explicitly authorized by the District Board of Supervisors.

Former employees are prohibited from soliciting customers or other employees for business purposes or for their benefit in and outside of any community property. The District may require employees to sign a non-solicitation agreement before they leave the District.

Employees

As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g., *adoption/birth of a child, promotion, retiring, etc.*)
- Seek support for a cause, charity, or fundraising event sponsored, funded, organized, or authorized by the District Board.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g., *recreation, volunteering, etc.*)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g., *trade unions.*)

In all cases, we ask that you do not disturb or distract your colleagues from their work. We also prohibit offensive solicitation or solicitation for personal profit:

- Selling goods for personal profit.
- Requesting support or funding for political campaigns.
- Unauthorized posting of non-work related material on community bulletin boards.
- Solicitation or distribution of non-business literature towards customers, partners, and vendors.
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance or participation to any kind of organizations or activities. Employees should not be forced or harassed to support fundraising events, collections, purchasing of merchandise, or other activities.

This policy applies in the same manner to all individuals or groups. The Harmony District and managers must not allow one group or person to engage in solicitation, while excluding others.

Employees and members of the public may refer doubts, questions, or violations to the District Manager, [Kristen Suit](#), at 407-566-1935.

Disciplinary Consequences

We may seek disciplinary action ranging from reprimand to termination against employees, and injunctive relief as necessary against any non-employees, who do not conform to this policy. Issues that may trigger disciplinary action include but are not limited to:

- Soliciting on community property for illegitimate reasons.
- Making colleagues uncomfortable by being overly persistent.
- Distributing materials that contain hate or other offensive speech.
- Embezzling or mishandling donations by others for events or causes.