

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Sales Agents and Third Party Contacts		
Policy Number: 104.40	Effective Date: 1/10/2019	Page Number: 1 of 1
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

Unless otherwise approved by this policy, no solicitation is permitted by sales agents or third-party organizations to employees on state time or on state property.

II. Authority:

Department of Administrative Services (DOAS): Flexible Benefits Plan.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Appointing Authorities may:

1. Post information;
2. Distribute written material; and
3. Designate a location on state property where an employee can meet with a representative of these specific state sanctioned entities:
 - a. American Family Life Assurance Company (AFLAC); and
 - b. Colonial Supplemental Insurance.

B. Representatives not sanctioned by DOAS cannot contact employees while on duty or on state property and may not distribute materials, advertisements, catalogues, etc. Exceptions include:

1. Contracted vendors with the Department of Corrections; and
2. Contracted statewide vendors.

V. Attachments: None.

VI. Record Retention of Forms Relevant to this Policy: None.