



Work Place Business Solicitation Policy

Issue Date: April 22, 2010

Revised Date:

Authority

The Crown Corporations Act, 1993
CIC Board Minute #45/2010

Applicability

This policy is applicable to CIC and its subsidiary Crown corporations

Purpose

The policy addresses those situations where a business either seeks access to Crown corporation premises, or has been invited by a Crown corporation's staff, for the primary purpose of the business selling its products and/or services to a group of the Crown corporation's staff.

The policy is not intended to apply to businesses that are providing products or services under contract to the Crown corporation (e.g. facility cleaners, consultants, office equipment suppliers, caterers, etc.), nor to situations where a business has won a Crown corporation-led transparent "request for proposals" process to provide a product or service.

The policy is not intended to apply to non-profit businesses.

Definitions

Business solicitation -- Activity associated with describing, demonstrating and/or promoting one's products and services for the personal information of one or more Crown corporation staff, on Crown corporation premises.

Policy Statements

The Crown corporation's President or his/her delegate shall authorize or deny in writing all requests made by, or on behalf of, an outside business interested in soliciting business from a Crown corporation's employees and intended to take place in the Corporation's workplace.

All requests for a President's or delegate's authorization to allow an outside business to conduct a business solicitation to a group of the Crown corporation's staff must be accompanied by adequate background information to enable an informed decision to be made whether to authorize or deny the request.

Business solicitation requests must be accompanied by an outline of the business's primary local competitors. It is the President's or delegate's responsibility to determine if authorization to allow the business solicitation request to proceed should be accompanied by an offer to one or more local



competitors to also make a proposal to sell its products and/or services to a group of the Crown corporation's staff. It is also the President's or delegate's responsibility to determine if authorization to allow the business solicitation request to be granted should be accompanied by terms and conditions.

Crown corporation staff attending a business solicitation presentation must be provided with a written "Disclaimer" from the Crown corporation stating that the Crown corporation does not necessarily endorse, sponsor or provide any recommendation whatsoever in regard to the product and/or service being presented. A similarly worded "Disclaimer" should also be provided by the Crown corporation to the business conducting the business solicitation presentation.

Crown corporations may develop more detailed and specific business solicitation guidelines to address particular corporate circumstances. Customized Crown corporation business solicitation guidelines must be consistent with these Crown Sector Business Solicitation Guidelines. Customized guidelines must include provision for the Corporation's President or his/her delegate to authorize business solicitation requests. A copy of the Crown corporation's customized business solicitation guidelines must be provided to CIC.

Background

Crown corporations should attempt to achieve both fairness and openness when considering inviting/allowing a particular business to conduct a business solicitation. Fairness includes considering whether the proposed invitee business is not unwittingly granted access that could be legitimately contested by a business competitor. Openness includes allowing the local competitors of the business to be given an opportunity to make a proposal to the Crown corporation for similar access to the Crown corporation's employees.

Administrative Information

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Reviewed: February 4, 2016