



New Jersey Department of Children and Families Policy Manual

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I. PURPOSE

The purpose of this Policy is to establish the Department’s policy and responsibilities related to any announcement or distribution of commercial offers within the Department of Children and Families.

II. SCOPE

This Policy applies Department-wide.

III. POLICY

All Department personnel shall refrain from the practice of supplying employees with advertising materials from, or information about, private commercial enterprises or products.

- A. There shall be no announcements, distribution of brochures, or any other type of advertising by any Departmental employee, facility, or agency for the purpose of informing, inviting, endorsing, or encouraging purchase by employees except for authorized discount information provided to all NJ State employees and disseminated through the Department of Personnel State Employee Discount Program.
- B. No Departmental employee, facility, or agency shall use its authority, stationary, stamps, mail-room services, or any official State publication nor any commercial announcement or offer.

Date

Eileen M. Crummy
Acting Commissioner