

Document Type: Regulation  
Number: 4.30e  
Effective: 11-05-07  
Revised:  
Legal References:

---

## POSTING OF PROMOTIONAL MATERIALS

### I. INTRODUCTION

As a service to its employees, the City of Boise allows employees and outside organizations to post promotional material on the City's internal website in accordance with the procedures outlined in this regulation. This regulation is intended to create a limited public forum for the distribution of promotional material. The City reserves the right to redefine or close the limited public forum at any time.

### II. DEFINITIONS

Promotional material means material that is intended solely to notify employees of opportunities to purchase products or services or participate in activities.

### III. POSTING REQUIREMENTS

Employees and outside organizations may request to post promotional material on the City's internal website. All requests must be submitted to Human Resources by 5:00 p.m. on the 20<sup>th</sup> of the month for posting in the next calendar month. Requests received after the 20<sup>th</sup> must be re-submitted the following month for consideration. Employees and organizations assume the risk that the City will not distribute time-sensitive promotional material on or before a desired date.

The posting is limited to 260 characters with no more than two attachments that must be in a Microsoft Word or PDF format.

The posting shall include a title for the posting and a contact name and telephone number. As needed, the posting shall include a mailing address.

Information will be posted for a length of time not to exceed 30 calendar days or one month, whichever comes first.

The City reserves the right to reject any promotional information based on space, technical, or other limitations on the City's workforce or internal website.

The City reserves the right to decline any submission deemed inappropriate and will not display promotional materials that:

- A. Cause the City to violate federal, state, or other applicable laws.
- B. Promote illegal discrimination on the basis of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any applicable legally protected status.

- C. Contain words, symbols, or images that would be regarded as lewd, obscene, vulgar or plainly offensive.
- D. Defame a person or organization.
- E. Violate City policies or regulations.
- F. Threaten disruption of a City operations or City-sponsored activity.

The City neither endorses nor sponsors the organization and activity represented in the promotional material. The display of the material is provided as a service to employees. The City makes no warranties, express or implied, as to the content of the posting or the accuracy, reliability, or quality of any posted service or product. Employees are strongly encouraged to verify the quality of any service or product before purchasing or participating.