

## I. PURPOSE

The purpose of this policy and related procedures is to set forth rules and guidelines for use by the Massachusetts State Lottery Commission (“MSLC”) to allow for certain members of the public to visit and tour secured areas of Lottery operations that the Executive Director deems appropriate.

## II. POLICY

Generally, to ensure the Lottery’s security and operational efficiencies, the MSLC will not permit tours of the Lottery’s secured premises. Subject to the approval of the Executive Director, however, the MSLC may provide visits to and tours of secured portions of the Lottery to the following interested parties: credentialed lottery and gaming industry executives, government officials, policy-makers, certified candidates for public office, credentialed members of the media, members of academia and researchers or other individuals demonstrating relevant, *bona fide* projects or interests. The Executive Director will entertain only formal, written requests seeking a Lottery tour submitted directly by such parties.

## III. SCOPE

This policy applies to all MSLC employees, consultants, contract employees, interns and Agents.

## IV. DUTIES AND RESPONSIBILITIES

MSLC’s Executive Director and the Assistant Executive Director of Marketing and Communications (the “Assistant Executive Director”), will be responsible for the administration of the Visitors and Tour Policy.

## **V. PROCEDURES FOR VISITORS AND TOURS**

### **A. General Guidelines**

1. The Executive Director shall only grant a written request for a tour when he or she determines that such request meets the requirements of this policy and such tour will not interfere unreasonably with Lottery operations. Any such visit and tour may include an opportunity to receive on-site informational briefings on the organization's game portfolio, programs and policies as the Executive Director deems appropriate. At any time, the Executive Director, in order to ensure the Lottery's security and operational efficiencies, may limit the parameters of any approved visit or tour.
2. These briefing visits, conducted by MSLC senior management, aim to assist relevant entities with organizational, budgeting and strategic planning goals.
3. General information requests from non-government entities, interns, fellows, or students working on degrees or research projects will be fulfilled by the MSLC's Marketing and Communications Department pursuant to M.G. L. c. 4, § 7(26).
4. Restrictions may apply for visiting security-sensitive areas within MSLC's Braintree headquarters and regional offices. Given security interests and limits on the availability of personnel to conduct tours off-site, requests for visits to backup data centers and off-site warehouse facilities will not be entertained.
5. Visits and tours will be conducted by the Executive Director or his or her designee. In all instances, the Executive Director will restrict the number of Lottery staff members involved in a visit and tour to limit any disruption to the normal operations of the Lottery. Whenever possible, the Executive Director should restrict the Lottery employees involved in visits and briefings to members of Senior Staff.
6. Visits and tours also are subject to the regulations and constraints as outlined in Section C and D below.

### **B. Policies and Procedures for Requesting Visit**

1. A request for an on-site informational briefing with the MSLC must be in writing and received a minimum of fourteen (14) days in advance from the proposed date to provide enough time for the MSLC to schedule presentations on the topics requested,

identify the MSLC team who will meet with the requesting party, and allow MSLC team sufficient time to prepare pertinent presentations.

2. Requests must be on the requesting party's letterhead and should include:
  - a. Purpose of the tour, visit, or tour and visitation;
  - b. At least three (3) proposed dates and desired times for the tour/visit;
  - c. A list of attendees, including name and titles; and,
  - d. Overview of areas of interest and information sought.
3. The MSLC has limitations for briefing visit requests:
  - a. One visit per quarter - up to 4 visits per year.
  - b. A maximum of 5 attendees per visit.
  - c. The length of each visit shall be limited to no more than 2 hours.

### **C. State Ethics Law Restrictions**

1. The conflict of interest law, M.G.L. c. 268A, and the campaign finance law, M.G.L. c. 55, restrict political activity in public buildings. Specifically, the law prohibits public employees from engaging in political activity on public work time and from utilizing other public resources, such as staff time, public office space and facilities, for political purposes.
2. Accordingly, the following restrictions are in place for Incumbent Elected Officials and Certified Candidates for Public Office during briefing visits at MSLC facilities:
  - a. No political or campaign literature may be displayed or distributed while on-site at MSLC facilities.
  - b. No solicitations or fundraising requests shall be brought into Lottery buildings or distributed anywhere on the Lottery premises.
  - c. No discussions on campaign platforms or campaign-related issues shall be had with Lottery employees during their normal work hours on the Lottery premises.
3. If one Certified Candidate for a Public Office requests and receives a tour and/or briefing, MSLC will make its best efforts to ensure that all Certified Candidates for the same office receive a similar opportunity to receive a tour and/or briefing of the Lottery. To the extent practicable, such opportunity will include a tour and/or briefing that is:
  - (i) on the same day of the week;
  - (ii) around the same time of day;
  - (iii) for about the same length of time;
  - (iv) with access to the same areas of the Lottery; and,
  - (v) with distribution of the same information and access to the same Lottery employees, as provided to the other candidate(s).

#### **D. Security/Access to MSLC Facilities**

1. All visitors must go through MSLC security screenings. Requesting parties must provide a list of anticipated attendees in their request letter for the MSLC security department's advance review.
2. Attendees must show a photo ID issued by a government agency, such as a driver's license, or valid passport in order to participate in the visit or tour.
3. Visitors may not take photographs or videos in the secured portions of the MSLC facilities, without express, advance permission.

#### **E. Scheduling a Visit**

1. To schedule a visit, the written request letter must be sent to the attention of the Executive Director, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184.
2. Questions before submitting the written request can be directed to Lisa McDonald, Media Relations Department, at 781-849-5619, Monday – Friday, 8:00 AM – 5:00 PM, U.S. Eastern Standard Time.

### **VI. CANCELLATION**

This policy cancels all previous policy statements, bulletins, directives and orders issued by the Lottery concerning hiring which are not consistent with this policy.

### **VII. SEVERABILITY CLAUSE**

If any part of this policy is, for any reason, held to be in excess of the authority of the Executive Director, such decision will not affect any other part of this policy.

Beth Bresnahan  
Beth Bresnahan  
Executive Director

9/8/14  
Date