**Solicitation In The Workplace (20.085)**

**Introduction**
This policy was established to inform employees about the University's policy to prohibit soliciting and/or distribution of literature of any kind on the University premises during work time.

**Policy Statement**
The workplace may not be used for commercial or political solicitation by employees or by outside persons, agents, or interests.

In order to prevent disruption to University operations, interference with work, and inconvenience to other employees, employees may not engage in solicitation or distribution of literature of any kind during working time except as indicated below. Employees who are not on working time, such as lunch or rest breaks, may not solicit any employee who is on working time for any cause or to distribute literature of any kind. Working time does not include break time, meal periods, or other periods during which an employee is not required to perform their job duties.

The limited sale of raffle tickets, Girl Scout cookies, or merchandise for charitable causes, may be allowed if approved by the supervisor and limited to a general work area.

Failure to comply with this policy is subject to disciplinary action up to, and including, termination.

**Responsibilities**
Appropriate University Management Staff, University Human Resources, and/or Department of Public Safety may all have responsibilities in administering this policy.

Policy Owner **Approved by** Vice President for Human Resources

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