



## ADMINISTRATIVE POLICY

<b>Policy Title</b>	Solicitation and Distribution
<b>Policy Subtitle/Subject</b>	Click or tap here to enter text.
<b>Responsible Executive(s) (RE)</b>	<b>VP, Office of Human Resources &amp; Institutional Equity (HR&amp;IE)</b>
<b>Responsible Office(s) (RO)</b>	<b>HR&amp;IE</b>
<b>Primary Point of Contact from RO</b>	<b>Employee Relations</b>
<b>Contact Information (email and phone)</b>	<b>employeerelations@tulane.edu, 504-865-4748</b>
<b>Date Proposed</b>	<b>5/15/23</b>
<b>Reviewed</b>	<b>5/15/23</b>
<b>Last Updated</b>	<b>5/15/23</b>
<b>Effective Date</b>	<b>5/15/23</b>

Permanent

Temporary

### 1.0 POLICY STATEMENT

Tulane values a productive and respectful work environment for all employees. To achieve this, we have established a policy regarding solicitation and distribution within our workplace.

### 2.0 PURPOSE AND SCOPE

The purpose this policy is to create a safe and respectful workplace environment as well as to inform the community of Tulane's rules regarding soliciting or distributing materials on university premises during work time to avoid disruption of business operations.

### 3.0 APPLICABILITY OF THIS POLICY

This policy applies to all staff, faculty, students, volunteers, and outside entities such as contractors, vendors and visitors.

## 4.0 WEBSITE ADDRESS FOR THIS POLICY

[www.policy.tulane.edu](http://www.policy.tulane.edu)

## 5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy clarification and general information	Employee Relations	504-865-4748	employeerelations@tulane.edu

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## 7.0 DEFINITIONS

**Solicitation** - refers to the act of requesting or seeking something from someone, often in the context of trying to sell a product or service. It can also refer to requesting a donation or support for a cause or organization. Solicitation can be done in person, over the phone, through email or other electronic means, or through printed materials.

**Distribution** - refers to the dissemination of information, such as news articles or marketing materials, through various channels such as print media, email, social media, or other forms of digital media.

**University property** - refers to any physical or digital asset that is owned or leased by a company and used for business purposes. This can include physical property such as buildings, land, furniture, equipment, and vehicles, as well as digital property such as computer systems, software, and data.

## 8.0 POLICY AND PROCEDURES

Solicitation of any kind is not permitted during work hours or on university property. This includes selling products, services, or soliciting donations. Employees are also prohibited from soliciting coworkers during work hours for personal business, political activities, or religious activities.

Employees are not permitted to distribute any material during work hours. Materials include, but are not limited to, flyers, brochures, and posters. Employees are prohibited from using company resources to send unsolicited emails or marketing communications.

## **9.0 CONSEQUENCE OF VIOLATING THE POLICY**

Violation of this policy may result in disciplinary action, up to and including termination.

For consequences of violating the policy refer to the Faculty and Staff handbooks found at [policy.tulane.edu](http://policy.tulane.edu).