



ADMINISTRATIVE POLICY

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

☒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 of 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

5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy clarification and general information	Employee Relations	504-865-4748	employeeerelations@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 the university and used for university 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.

Working time – refers to time during which employees are scheduled to work and does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

8.0 POLICY AND PROCEDURES

Solicitation and/or distribution by students (but not including students acting in their capacity as employees of Tulane), volunteers, and outside entities such as contractors, vendors and visitors is prohibited at all times. This includes selling products, services, or soliciting donations.

Solicitation by an employee of another employee is prohibited, while either the person doing the soliciting or the person being solicited is on working time. Employees are also prohibited from soliciting coworkers during working time for personal business, political activities, or religious activities.

Employees are not permitted to distribute any material during working time or in working areas. 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