

**Policy Title:** Solicitation and Distribution

**Policy Summary:** Prohibiting Non Employees from Soliciting or Distributing Literature on Campus; Permitting Employees to Solicit or Distribute Literature During Non-Working Hours

**Policy Category:** Human Resources

**Policy Owner:** Human Resources

### Policy Summary

Non employees may not solicit or distribute literature on campus; employees may solicit or distribute literature during non-working hours.

### Purpose

The purpose of this policy is to recognize that administrators and staff may have interests in events and organizations outside of the workplace (e.g., school candy sales, Girl Scout cookie sales, pledge requests or raffles) and to establish clear guidelines for the acceptable times and methods for soliciting and distributing literature on campus.

### Scope

Individuals not employed by the University are prohibited from soliciting or distributing literature to campus employees. Employees may solicit or distribute literature within the workplace only during non-working hours so long as they do not use University electronic or campus mail systems or University bulletin boards.

### Policy

#### **Solicitation and Distribution**

Persons not employed by Drake University may not solicit or distribute literature in the workplace without the express permission of the Human Resources Director.

The University recognizes that administrators and staff may have interests in events and organizations outside of the workplace such as school candy sales, Girl Scout cookie sales, pledge requests or raffles. However, employees may not solicit or distribute literature concerning such activities during working time or through the use of the University's electronic or campus mail systems. Working time does not include lunch periods, work breaks or any other periods in which an employee is not actively on-duty at work.

Internal electronic and manual mailing facilities and bulletin boards are for University business and University-sponsored activities only.

**Last Review Date:** January 2021

**Effective Date:** July 2016