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Non-Solicitation Policy

Purpose

To allow **order and efficiency of College operations and** to clarify employee rights **regarding solicitation and distribution or posting of non-work related materials for any purpose** by employees or non-employees **on campus.**

Applicability

All Employees, Volunteers, Vendors, Other Non-College Individuals and Entities and their Representatives

Policy

1. Employees are prohibited from engaging in the following actions:
 - Solicitation for any purpose during the soliciting employee's work time or the work time of the employee(s) being solicited;
 - Distributing or posting any non-work related materials in any work area of the College at any time, including during non-work time.
2. As used in the policy, "work time" shall mean the period of time during working hours when the employee is engaged in, or is expected to be engaged in, service on behalf of the College. Work time does not include the employee's lunch period or work breaks, or any other periods in which the employee is not on duty. As used in this policy, "work area" means those areas of the College in which regular College work activity takes place including, without limitation, offices, classrooms, lecture halls, libraries, student dining areas, etc.
3. Employees engaging in prohibited activity in violation of this policy are subject to disciplinary action, up to and including termination.
4. Non-employees may not engage in solicitation (including distributing any kind of written or printed materials) on College property at any time.
5. Non-employees who have not been authorized to enter College property shall be considered trespassers. Trespassers violating this policy who have no affiliation with Providence College may be removed from College property, given trespass warnings not to return, and may be subject to arrest and prosecution.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.

For further details, please visit:

<http://www.providence.edu/HR/forms-policies/Pages/policies.aspx>

