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4.600 Conduct, Discipline & Grievances (Human Resources)

4.000 Human Resources

December 2011

4.623 Solicitation and Distribution

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Solicitation and Distribution Policy 4.623	
Human Resource Policies		Effective date: December 6, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 6, 2011
Revised (Non-substantive)	Office of University Counsel	N/A	May 17, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

I. Introduction and Purpose

While Antioch University (“AU” or the “University”) supports charitable and civic engagement on its campuses, it is also necessary to appropriately limit solicitation and distribution of non-work related materials in order to maintain a proper business and educational environment. These guidelines relate to employee solicitation of other employees, the distribution by employees of literature or materials, and solicitation and distribution by non-employees.

II. Policy

- A. Persons not employed by the University or enrolled as a student shall not solicit or distribute literature on University premises at any time for any purpose.
- B. Except as provided below with respect to charitable or co-curricular activities or events, employees may not:
 1. Distribute literature or materials within the University’s buildings or on University property at any time.

2. Solicit other employees for any purpose in any work areas or during their working time or the working time of the other employee. "Working time" shall not include break periods, meal times, and other non-work periods during the day.
 3. Post literature or other materials that are not job-related in University workplaces.
- C. Employees may not use AU resources such as mail, email, supplies, or equipment to distribute materials or make solicitations for reasons not directly related to accomplishing their job responsibilities.

III. Exceptions

AU does support limited charitable fund-raising efforts in the workplace, particularly those for which payroll deduction is common, such as United Way. Any such fund-raising must be specifically approved by the campus Provost or the Vice Chancellor/CFO prior to the start of any fund-raising efforts. In addition, the University may determine, within its discretion that certain civic and community events and programs are closely related to its educational mission or provide co-curricular opportunities for enrichment to staff or students. Any such materials created or circulated under this exception must be related to the mission and goals of Antioch University and must be approved by the campus Provost or the Vice Chancellor/CFO.

IV. Sanctions

A violation of this policy by an employee may result in disciplinary action.