Policy 4.67
No Solicitation

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.67 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Employee Relations
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Policy Details

To avoid disruption of business operations or disturbance of faculty, staff, patients, and students, the following rules apply to solicitation and distribution of literature on Emory property.

Solicitation of guests, visitors, or patients, or distribution of literature to patients, guests, or visitors by anyone on Emory University or Emory Healthcare property is strictly prohibited.

Persons not employed by Emory may not solicit or distribute literature on Emory University or Emory Healthcare property at any time, for any purpose.

Employees may not solicit or distribute literature during working time or in working areas for any purpose. In addition, employees may not distribute literature at any time in a working area.

Working time does not include break periods and meal times, or other periods during the work day when employees are not properly engaged in performing their work tasks. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting and distributing are directed.

Working areas are all areas in the university or Emory Healthcare where employees are performing work. Working areas do not include cafeterias, dining areas, employee lounges, lobbies and parking areas.

Any literature which serves to announce an activity/event, inform staff or provide general information to the staff which needs to be displayed for the staff’s review, must be displayed on appropriate bulletin boards only. Departments may designate areas within their work areas to post work-related announcements. Any other literature inappropriately displayed on walls, elevators, halls, or work areas are not permitted and will be removed.

Solicitation from any vendors is prohibited. Budgeting from university resources of sufficient funds to cover the costs of gifts or prizes given to employees is encouraged.

Related Links

- Current Version of This Policy: http://policies.emory.edu/4.67

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly
encouraged to visit policies.emory.edu to ensure that you are relying on the current version.