



## **WGTC 4.13**

### **Solicitation by Employees**

#### **1.0 Purpose**

The purpose of this policy is to inform employees about West Georgia Technical College's (WGTC) prohibition to soliciting or distributing materials on college premises during work time to avoid disruption of business operations.

#### **2.0 Whom the Policy Applies**

This policy applies to staff, faculty, students, volunteers, and outside entities such as contractors, vendors, and visitors.

#### **3.0 Policy Statement**

The workplace may not be used for, but not limited to, commercial or political solicitation by students, faculty, employees or by outside persons, agents, or organizations. No sales or solicitations are permitted on college property, buildings, and facilities or using college resources or systems without the express prior written permission from the President, WGTC.

To prevent disruption to college operations, interference with work, and inconvenience to other employees, employees may not engage in solicitation or distribution of materials (e.g., literature) of any kind during working time. Employees are prohibited from engaging in solicitation or sales during the employee's work time or the work time of other employee(s). Employees may not distribute or post materials in a work area of the College at any time, including non-work time.

Work time does not include breaks, meal periods, or other periods during which an employee is not required to perform their job duties. Postings on designated employee bulletin boards that comply with other applicable policies may be permitted.

#### **3.1 Charitable Organizations**

WGTC recognizes the value of charitable organizations and encourages employees and

students to be active participants in organizations that support or contribute to the mission of the College. Except for WGTC authorized charitable organizations, a charitable organization that requests to solicit funds for a charitable donation must be sponsored by a recognized student organization, faculty member, or employee and with approval from the WGTC President.

### 3.2 Third Parties

Non-college organizations, businesses, or individuals are prohibited from engaging in sales or solicitation (including distributing of any kind of written or printed materials) on College property or using WGTC resources or systems at any time.

### 4.0 Definitions

For the purpose of this policy, the terms below have the following definitions:

**Materials:** Handbills, flyers, posters, pamphlets, petitions in paper or electronic formats, or similar items.

**Sales:** Marketing or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in conduct relating to a business interest or for-profit, personal, or professional economic benefit on university property or using WGTC resources.

**Solicitation:** Refers to canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing materials (as defined below) on university property or using WGTC resources (including, but not limited to, bulletin boards, postings, postcards, chalking, leaflets, computers, mail, e-mail and telecommunications systems, photocopiers, fax, telephone lists and network systems, and databases, supplies or other workplace equipment).

### 5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. WGTC supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to ensure compliance with it.

### 6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to positive discipline, up to and including suspension without pay, or termination of employment or association with the WGTC, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

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