

Policy Number: 02.052

Policy Title: Solicitation and Distribution

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. “Working time” is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Antioch College. Solicitation of any kind by non-employees on College premises is prohibited at all times unless approved in advance by the Office of Communications.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the College is prohibited at all times. Distribution of literature by non-employees on College premises is prohibited at all times.