



MOLLOY UNIVERSITY

Policy # HR.401
Non-Solicitation
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: All Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

NON-SOLICITATION

It is the policy of Molloy University that no solicitation of employees and/or distribution of literature will be permitted within buildings on campus unless the solicitation or distribution of literature is in accordance with the content, requirements, and restrictions of this policy.

Solicitation by Employees:

1. Soliciting by one employee of another employee for any purpose is prohibited during either employee's work time.
2. An employee may distribute literature only with the approval of the Department Head involved, any other distribution must be completed in a non-work area and only if all employees involved are on non-work time.

Solicitation by Non-Employees and Organizations:

1. Any non-employee or organization who intends to solicit employees or distribute literature for any purpose must request permission, in writing, at least twenty-four (24) hours prior to each proposed visit; the request should be submitted to the President of the University at 1000 Hempstead Avenue or the Presidents designee, stating the purpose of the proposed visit and the name of any person(s) who desire access to any campus of Molloy University.
2. The President or his designee will attempt to locate an appropriate designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the appropriate room or place and the date and time it may be used. In the event two or more requests for access to an appropriate designated area for the same or overlapping times have been received, the University will attempt to provide alternate appropriate designated areas. In the event that no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the University will immediately notify the requesting party of such conflict.
3. An organization or non-employee may not distribute literature or solicit employees in any work area on either the solicited employees' work time or non-work time.
4. Any solicitations and distribution of literature by any organization or non-employee shall be limited to the designated area(s), date(s), and time(s) pursuant to paragraph (2) of this policy, except:

- a. employees may be solicited outside of buildings and facilities in which they actually work if they are on non-work time
 - b. an organization or non-employee may solicit or distribute literature in designated parking lots.
5. The use of the Molloy University's internal campus mail system for solicitation purposes is prohibited, except for charitable solicitations that may be approved by the administration in advance.

Posting:

1. Only employees of the University may post notices, literature or other appropriate information on employee bulletin boards designated as such by the University and only after receiving prior written approval from the Vice President for Student Services or his designee. If a notice contains information about an on-campus solicitation by an organization, it must conform to the permission granted to the organization (in terms of designated area, time and date) for such solicitation.
2. Postings shall be no larger than [82 x 14] inches and shall not be posted in such a manner as to cover any other posted material.
3. Material posted on any bulletin board must be dated from the first day of posting and may remain on the bulletin boards for a maximum of fourteen (14) calendar days from the date of posting.
4. No posted material shall contain derogatory remarks or personal attacks against any University employee. Such material shall constitute immediate cancellation of bulletin board posting privileges and shall be cause for discipline of university employees who post such materials.

Conduct:

1. The University reserves the right to regulate any solicitation or distribution activities by any non-employee, organization or employee which disrupts or interferes with the normal work activity of employees or students at Molloy University or visitors thereof.
2. Any organization (on its own or through its employee supporters) or any non-employee violating any rule or policy contained herein shall be asked to leave the campus. Repeated violations shall be cause for banning an organization or non-employee from the campus.
3. Any employee who (in his or her personal capacity or acting as an agent for any organization or non-employee) violates any rule or policy contained herein shall be subject to disciplinary action.

Procurement and Cost of Facilities, Equipment and Miscellaneous Services for Purposes of Solicitation:

An employee, non-employee, or any organization shall be subject to the policies and procedures of Molloy University and individual departments within the University with regard to procurement, and the normal cost thereof, of university facilities, equipment and miscellaneous services (e.g. - labor costs, rental fees and charges, utilities, etc.) for purposes of solicitation. Upon procurement, the responsibility for any damages or misuse of facilities and/or equipment shall be the sole responsibility of the employee, non-employee or organization.