5.2.7 Solicitation & Distribution

Policy Section: Conditions of Employment

Policy Number and Title: 5.2.7 Solicitation & Distribution

Applicable to: All Administrative & Support Staff Employees

Effective Date: May 3, 2004

Policy Description

In order to protect all staff from unwanted solicitations as well as to prevent interruptions in daily routines in the workplace, the solicitation of one staff member by another is not permitted in the workplace. Selling commercial goods and distributing written promotional materials, handbills, or other types of similar literature in work areas also are prohibited. With supervisory approval, employees may engage in University-sponsored activities, such as the United Way, or in passive fundraising events, such as setting up an office display for selling Girl Scout cookies.

Application of This Policy

All employees are responsible for becoming familiar with and adhering to this policy. In addition supervisors are responsible for ensuring that this policy is known by their employees and that all employees are following it.

Procedures

**Supervisor**

- Monitors policy.

- Consults with the Office of Human Resources regarding the application of the policy.

**Employee**

- Receives permission from supervisor before soliciting or selling goods which are permitted by exception by this policy.

- Consults with supervisor or the Office of Human Resources on the application of this policy.
Related Documents

Other Policies
- Conflict of Interest and Conflict of Commitment — Annual Disclosure Form
  - 5.2.1 Conflict of Interest
  - 5.2.2 Nepotism and Personal Relationships in the Workplace
  - 5.2.3 Consulting and Other Outside Activities
  - 5.2.4 Purchasing and Contracts
  - 5.2.5 Use of University Resources
  - 5.2.6 Gifts and Gratuities

Contacts

Office of Human Resources
- hr@princeton.edu
- (609) 258-3300

Office of the Treasurer
- http://web.princeton.edu/sites/TreasurersOffice/Treasurer/

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1 DoF and PPPL employees should confer with the Office of the Dean of the Faculty or PPPL HR, respectively, regarding their policies and procedures.