



## HUMAN RESOURCES POLICY MANUAL

Topic: <b>SOLICITATION POLICY</b>		Policy #: <b>123.00</b>
Version: <b>1.0</b>	Effective Date: <b>8/13/2001</b>	Page <b>1 of 1</b>

### **PURPOSE:**

*To protect The University of Alabama employees from solicitation efforts of unauthorized people while working on the University campus.*

### **POLICY:**

*Solicitation either by the public in general or among employees is not allowed on the premises of The University of Alabama during scheduled working hours. Prohibited solicitations during scheduled working hours include, the general public selling retail goods to employees or any employee trying to sell any item to another employee or any other solicitation determined to be inappropriate by the University. Regular vendors of the University will conduct their business through authorized University personnel.*

*Employees may participate in generally acceptable solicitations during their scheduled break or lunchtime.*

*University approved functions, such as the United Way Campaign, are exempt from this policy.*