

SOLICITATIONS & DISTRIBUTION OF LITERATURE

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed material of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time. Employees who are not on work time (lunch hour and breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them.

Non-employees are likewise prohibited from distributing material or soliciting employees on ULM premises without proper approval. Non-profit organizations may be approved by the Director of Student Development for solicitation on campus.

Vendors with products or policies approved for payroll deduction must comply with the policies set forth by the Employee Benefits Committee and the Vice President for Business Affairs on solicitation. Vendors are not to go from office to office trying to sell their products. They will be set up in various locations around the campus and information will be distributed to the employees advising them that a particular company will be on campus to solicit and service existing accounts. Only if an employee agrees to schedule an appointment will the vendor be allowed to visit the employee at their respective office or work site. Vendors found to be violating this policy are subject to be banned from the campus.