

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.24	Effective Date 8/27/98 Revised 7/22/15 2/28/19	Page 1 of 1
POLICY	Approval		
Title NON-SOLICITATION			

1. **PURPOSE AND SCOPE**

The purpose of the policy is to clarify the College's position on solicitation by outside entities or employees.

2. **POLICY**

It is the policy of the College that solicitation in any form by outside entities or employees on any of the College's campuses is prohibited.

3. **DEFINITIONS**

3.1 **Solicitation:** Actively selling and/or attempting to sell goods or services to employees or students during business hours.

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<p style="text-align: center;">PROCEDURE</p>	<p style="text-align: center;">Approval</p>		
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1. Solicitors shall not be allowed access to employees during working hours, nor shall they be allowed access to employee mailboxes. Excluded are those solicitors whose services are required for direct support of daily operations of the College or for College-sponsored activities.
2. Employees shall not use the College’s email system for solicitation purposes.
3. Employees found in violation of the College’s Non-Solicitation policy are subject to disciplinary action.
4. Employees are not precluded from posting “For Sale” items on a designated bulletin board.