



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### **SOLICITATION POLICY**

The University of North Alabama may authorize, by action of the President or the Board of Trustees, the solicitation of funds for recognized and established charities which benefit the general community. Additionally, the University sanctions an annual United Way fund campaign. Other solicitation of employees by other employees for membership, contributions, funds, or other purposes during employees' work hours (to include breaks and lunch period) is expressly prohibited.

Persons not employed by the University are not permitted to come or remain on university premises for the purpose of solicitation or distribution of cards, literature, notices, or papers of any kind in any work area. The posting of any such materials on walls, windows, machines or other equipment, or bulletin boards without the expressed permission of the appropriate member of the Executive Committee is prohibited.

Employees who discover persons making unauthorized solicitations should report such activities to their supervisors immediately.