

## WINTHROP UNIVERSITY

### SOLICITATION AND DISTRIBUTION POLICY

THIS DOCUMENT IS NOT A CONTRACT BETWEEN EMPLOYEES AND WINTHROP UNIVERSITY, EITHER EXPRESSED OR IMPLIED. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

#### A. Applicability

The provisions set forth below apply to all persons employed by Winthrop University.

#### B. Policy

Winthrop University is responsible for promoting the efficiency of the public services it performs; therefore, the following rules are promulgated to further that responsibility.

1. Solicitation or distribution by persons other than employees of Winthrop University who are on official State business in those areas of the university which are not open to the public is prohibited. Solicitation and distribution by persons other than employees of Winthrop University in those areas of the university which are open to the public is prohibited to the extent that such solicitation or distribution results in disruption of, or interference with, administrative or university activities.
2. Solicitation by employees of Winthrop University on university property during working time is prohibited. Working time is the time an employee is expected to be engaged in the official duties of a position.
3. Distribution of literature by employees of Winthrop University on university property in non-working areas during working time, as defined above, is prohibited.
4. Distribution of literature by employees of Winthrop University on university property in working areas is prohibited.

It is management's responsibility to ensure that these rules are consistently applied to all types of solicitation and distribution.

Charitable fund drives approved by the President may be conducted under university supervision.