
 POLICIES	Page 1 of 1
	Effective Date: September 1, 2011
Retired:	Revised: July 1, 2013
Approved by: A. Cherrie Epps, Ph.D. President and Chief Executive Officer 	
Subject: Human Resources - Distribution and Solicitation	

PURPOSE: The purpose is to set forth Meharry's non solicitation, distribution and bulletin board policy.

Solicitation of donations or selling to other employees during "working time" is prohibited without the written approval of the Human Resources department. Solicitations for the direct or indirect benefit of Meharry, such as United Way are exceptions to this policy.

"Working time" includes the working time of both the employee doing the solicitation or distribution and the employee to whom it is directed, but does not include authorized breaks, lunch, or other duty-free periods of time.

Persons not employed by Meharry may not solicit Meharry employees for any purposes on Company premises.

Solicitations are not permitted at any time in patient care areas.

Bulletin boards maintained by Meharry are to be used only for posting or distributing material pertaining directly to Meharry business or applicable to interests of employees, students, faculty and residents.

All employee posted material must have authorization from Human Resources.

DEFINITIONS: SANCTIONS: Anyone engaging in solicitations, distributions or postings in violation of this policy will be subject to disciplinary action, up to and including termination.