COLLEGE POLICY

Policy No. & Title:	**P-215 Solicitation & Fundraising**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-10-31

Purpose

The purpose of this policy is to establish the College's intent to have a work environment that is free from solicitation efforts that do not relate to the College's business or interest. While the College actively encourages employees' participation in community activities and organizations outside of work, the time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees. Employees may not solicit during work time (when either the employee or the person being solicited is on work time). Employees may not distribute any literature or other non-work-related materials either on work time or in work areas, except as otherwise provided below.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

College: The broader corporate entity that encompasses all business units including triOS College, triOS College Online, Eastern College, Eastern College Online, Centre for Distance Education and Lifecycle Systems.

Solicitation – Promoting or selling of any services, goods, membership, activity, or initiative on College property. Students, employees, vendors, and external individuals/groups may all want to solicit for various activities they are involved with.

Fundraising – Seeking financial support for a charity, cause, or other enterprise.

Senior Leader – Chief Executive Officer, President, Executive Vice President, Vice President, Head, Regional Director, Campus Director/Remote Education Director, or individuals with delegated authority.

Company Assets and Infrastructure – Electronic (includes Email, Telecommunications, Instant Messaging and Digital Signage) and Physical (includes Print Signage, Printers and Bulletin Boards).

Work Hours – While on duty during regular work hours except designated breaks. Designated breaks include rest breaks, lunch hours, or other times when employees are not expected to work.

College Property – Within the four walls of a College owned or operated building (campuses and offices), including vestibules and foyer areas.

Common Areas – Lunchrooms, meeting rooms, kitchens, elevators, hallways, vestibules, and foyers areas.

POLICY

General Guidelines

The College prohibits all solicitation (including distribution of written materials on College property) unless:

- allowed under the terms of this policy
- approved by a Senior Leader
- under a valid agreement approved by the College

Employees who violate this policy may be subject to disciplinary action up to termination.

Fundraising

Periodically, the College will be approached by charitable, non-profit, or other organizations to seek support onsite from our business, our employees, or our students. These fundraising requests require prior approval from a Senior Leader. All applications should be submitted in writing and include background on the organization and specifics of the request to ensure there is no conflict with the College's values. If you have any questions regarding the credentials of an organization, contact a People & Culture representative.

Organizations approved to fundraise on company property may not disrupt business operations. They may not aggressively approach students or interfere with employees while on duty. The organizations can only engage individuals who approach them first. During all fundraising, representatives must clearly identify their organization and clarify they do not work for the College.

At any time, permission to fundraise on College property may be revoked. Approval is made on a case- by-case basis and does not imply future rights. Only one organization should be approved for fundraising in one location at a time.

Employee Solicitation

We recognize fostering a community-oriented workplace is an important part of our College's culture. Employees may occasionally wish to solicit coworkers for charitable organizations, personal causes, or selling personal items. Employees should ensure any solicitation endorsed at work does not violate the College's policies, corporate values, or business interests. This includes soliciting products or services offered by the College or a corporate partner (unless for a specific non-profit initiative).

Employee solicitation should be respectful of others. Actions perceived as aggressive, insistent, or coercive must be avoided. Employee solicitation on College property, or while on duty, must meet the following guidelines:

- No active solicitation to employees or other individuals who have a commercial relationship with the College (such as vendor and contractors) during work hours. Interested individuals should initiate contact with the offeror.
- All solicitation transactions must take place outside of work hours (such as breaks) for all parties involved.
- The use of College assets, infrastructure, or common areas requires prior approval via the request form (see below).

The College maintains bulletin boards to communicate College information to employees and to post notices required by law. Any unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other College property is prohibited. Note: this is not applicable to Eastern Online, triOS Online or Centre for Distance Education Campuses.

Personal workspace may be used for solicitation without approval. Any advertisement should be limited to a single notice in the workspace. Any products must be stored at a level that does not jeopardize safety or space required for business operations. Illicit substances, alcohol, or items that could be considered dangerous, cannot be brought onto College property for the purposes of employee solicitation.

Employees who wish to use College assets, infrastructure, or common areas to solicit, must fill out a Solicitation/Fundraising Approval Request form. The completed form must be sent to the appropriate approver as indicated on the form.

If you are unsure of the appropriateness of any employee solicitation, please discuss it with your Manager or P&C Representative in advance.

Related Policies

C-417 Fundraising

Supporting Documents/Forms

P 215(p) - Solicitation Policy Procedure