

SIMMONS UNIVERSITY

NON-SOLICITATION POLICY

Simmons University (“Simmons” or “University”) wants all faculty and staff to perform their job responsibilities free from disruption. In this spirit, Simmons has established a policy regarding solicitation. For the purposes of this policy, “solicitation” shall include canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on University property or using University resources (including and without limitation, social media accounts, bulletin boards, computers, mail, email and telecommunication systems, photocopiers, and telephone lists and databases).

This policy does not alter the University’s commitment to academic freedom, including the freedom to teach and learn in an environment that is conducive to the expression of different opinions.

SOLICITATION BY NON-EMPLOYEES

Non-employees are prohibited from soliciting on University property and/or at University-sponsored events at any time, except where the solicitor is connected to a University-sponsored charitable or community activity and receives prior approval by an authorized University employee representative.

Normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies are not prohibited by this policy.

SOLICITATION BY UNIVERSITY EMPLOYEES

Employees are prohibited from soliciting employees, students, and vendor representatives in University work areas during work time, other than solicitation that is directly related to academic or business activities of the University or on behalf of the University. “University work areas” generally include areas in which regular University activity takes place, including, but not limited to, offices, classrooms, lecture halls, libraries, and dining areas.

Employees shall not use University computer and communication systems and materials, including inter-department mail, e-mail, web-based applications, social media, telephone, fax, supplies, or other related workplace University resources, for any solicitation that is not directly related to academic or business activities of the University or on behalf of the University. All faculty and staff are reminded that Simmons has Acceptable Use and Social Media Policies that govern the use of University computers, technology/communication devices, and online accounts and activities.

SOLICITATION ON BEHALF OF CHARITABLE ORGANIZATIONS

Simmons recognizes the value of charitable organizations and encourages employees to be active participants in organizations that support or contribute to the University mission. Any charitable organization that wishes to solicit for a charitable donation must be sponsored by a recognized student organization, faculty member or employee, who has obtained prior approval for such solicitation from an authorized University representative.

Last revised: March 2023