

SOLICITATION

Policy Number: 108GS

Effective Date: 6/1/16

Revised Date: 11/09/2020

Scope

This policy on Solicitation applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

Purpose

The purpose of this policy is to restrict solicitation to and from, and distribution to and from, Covered Individuals in order to (1) minimize interference with operations, and (2) prevent pressure on Covered Individuals, including pressure to expend funds or time in a manner not of one's own choosing. All non-work solicitation is prohibited during working time and non-work distribution is prohibited in working areas during working time.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

Solicitation is defined as selling or promoting products, goods, or services; seeking contributions or pledges, and the distribution of printed materials; and conducting membership drives for organizations other than those currently existing at an SGC Organization. This includes, but is not limited to, selling cookies and candy, and seeking to sell personal items.

Sales representatives or vendors dealing in SGC supplies, equipment, or services may conduct business in accordance with the SGC policies.

Covered Individuals may not solicit, or distribute written materials, during working time for any non-work-related purpose. Working time includes the working time of both the Covered Individual doing the soliciting or distributing and the Covered Individual to whom the soliciting or distributing is directed.

Covered Individuals may not distribute written materials in working areas during non-working time for any purpose. Working areas are all areas at the SGC except member lounges, member restrooms, parking lots, and other designated SGC non-working areas.

Any and all bulletin boards at the SGC are the property of the SGC, and may not be used for any non-business purpose.

Off-duty Covered Individuals may be on SGC property during non-working hours only for activities that do not create a health or safety hazard.

At no time shall any Covered Individual solicit any visitor for any purpose, nor shall any Covered Individual distribute any materials to visitors.

Individuals/entities other than Covered Individuals may not be on SGC property at any time to solicit or to distribute written materials, other than as specifically authorized in this policy.

Any exceptions to this policy must have the approval of the SIMR President and CEO.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.