

Villanova University
NON-SOLICITATION POLICY

To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the University has implemented this Non-solicitation Policy (the “Non-solicitation policy”). For purposes of the Non-solicitation Policy, “Solicitation” (or “Soliciting”) 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 (“Materials”) on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). “Commercial Solicitation” means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Non-solicitation Policy. Items to be distributed or offered for sale, which contain University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Office of University Communication.

I. Students

- A. Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization must be approved by the Office of Student Development, conducted in compliance with the Student Handbook and procedures established by the Office of Student Life, and comply with all applicable laws and University policies.
- B. Any Solicitation or Commercial Solicitation undertaken by a student or student organization at a University athletic event or facility must be approved by the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.
- C. The provisions of this Section I shall apply to each student and student organization of the Villanova University School of Law (the “Law School”) except that for those Law School students and organizations, the terms “Office of Student Life” and “Office of Student Development” shall be replaced with “Law School Office of Student Affairs.” Solicitation or Commercial Solicitation by Law School students and organizations must be approved by the Law School Office of Student Affairs, and must be conducted in compliance with procedures established by that office.

- D. Student violators of the Non-solicitation Policy and/or procedures are subject to disciplinary action under the Code of Student Conduct (or Student Handbook for Law students, as applicable).
- E. Inquiries regarding the Non-solicitation Policy should be directed to the Office of Student Development (or Law School Office of Student Affairs as applicable).

II. Faculty

- A. Any Commercial Solicitation undertaken by a University faculty member must be pre-approved by the Vice President for Academic Affairs or his/her designee.
- B. Solicitation or Commercial Solicitation that disrupts a Faculty member's or other employee's work assignments is prohibited.
- C. Faculty engaging in prohibited activity, are subject to disciplinary action commensurate with the violation in accordance with applicable University policies concerning faculty.
- D. Inquiries regarding the Non-solicitation Policy should be directed to the Vice President for Academic Affairs.
- E. The provisions of this Section II shall apply to faculty of the Law School except that for Law School faculty, the term "Vice President for Academic Affairs" shall be replaced with "Dean of the Law School."

III. Non-Faculty Employees

- A. Any Commercial Solicitation undertaken by a non-faculty University employee ("Employee") must be approved by the Human Resources Department
- B. Non-Faculty Employees are prohibited from engaging in the following actions:
 - 1. Solicitation or Commercial Solicitation during the soliciting employee's work time or the work time of the employee(s) being solicited.
 - 2. Distributing or posting any non-work related Materials in any work area of the University at any time, including during non-work time.
 - 3. Engaging in any Commercial Solicitation at any time without the prior approval of the Human Resources Department.
- C. As used in this policy "work time" shall mean the period of time during working hours when the employee is engaged in or is expected to be engaged in service on behalf of the University. Work time does not include the Employee's lunch period or work breaks, or any other periods in which the employee is not on duty. As used in this policy, "work area" means those areas of the University in which

regular University activity takes place including without limitation offices, class rooms, lecture halls, libraries, student and faculty dining areas, etc.

- D. Non-Faculty Employees shall not use University computer and communication systems and materials, including inter-department mail, e-mail, telephone, fax, supplies, or other related workplace University resources, for any Solicitation or Commercial Solicitation that is not directly related to workplace business and/or activities without the express approval of the Employee's supervisor. This prohibition shall not apply to postings on the Faculty/Staff Classified on-line bulletin board that comply with the terms of that bulletin board and other applicable University policies.
- E. Employees engaging in prohibited activity, including Solicitations, Commercial Solicitations, or the distribution of Materials, in violation of this policy are subject to disciplinary action, up to and including termination.
- F. Inquiries regarding the Non-solicitation Policy should be directed to the Associate Vice President, Human Resources.

IV. Non-Profit Organizations

The University recognizes the value of charitable organizations and encourages employees and students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable giving campaigns such as the United Way, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization, faculty member or employee and obtain the approval of the Office of Auxiliary Services, which will coordinate with the appropriate University department. The organization will be provided with a stamp or certification of approval. Sales will normally be conducted from assigned tables in the Connelly Center. Arrangements should be made through, and inquiries regarding the Non-solicitation Policy should be directed to, the Office of Auxiliary Services. In addition, any Solicitation or Commercial Solicitation by a charitable organization at a University athletic event or facility requires the prior approval of the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

V. Non-Villanova Individuals or Organizations

- A. Non-employees or non-students may not engage in Solicitation or Commercial Solicitation (including distributing any kind of written or printed Materials) on University property at any time. Exceptions to the Non-solicitation Policy must be approved by the Office of Auxiliary Services.
- B. The Office of Auxiliary Services will not approve Commercial Solicitations by vendors that relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the University.

- C. Door-to-door Solicitation or Commercial Solicitation is not authorized.
- D. The Non-solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies, provided such contacts are made with the consent of University officials.
- E. Vendors approved for vending privileges to the University community may, in the discretion of the Office of Auxiliary Services, be permitted to sell their products at restricted locations on campus for a limited number of days per year, provided that they register with the Office of Auxiliary Services and pay the assigned fee.
- F. The provisions of this Section V shall apply to the Law School buildings except that with respect to solicitation in or around those buildings, the Dean of the Law School shall replace the Office of Auxiliary Services.
- G. Non-employees or non-students who have not been authorized to enter University property shall be considered trespassers. Trespassers violating this policy who have no affiliation with Villanova University will be removed from University property, given trespass warnings not to return, and may be subject to arrest and prosecution.
- H. Inquiries regarding this Section V of the Non-solicitation Policy should be directed to the Office of Auxiliary Services.

VI. Applicability

The Non-solicitation Policy applies to University students, faculty, and non-faculty employees and volunteers as well as vendors and other non-University individuals and entities and their representatives.

Approved by President's Cabinet on April 20, 2009