

CODE OF CONDUCT POLICY

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| Guideline # | AD-109-G7 | Revision # | 01 |
| Accessibility level | A | Effective date | April 27, 2015 |

NON-SOLICITATION GUIDELINE:

1. In the interest of maintaining a proper working environment and preventing interference with work and inconvenience to others, unless related to University business or approved in advance by the University, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or to those on working time or in any working areas.
2. The use of e-mail to distribute literature or printed material of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause that is unrelated to University business is also prohibited, unless prior approval by the University has been granted.
3. Commercial solicitation by employees during working time or at any time on campus grounds is prohibited. This includes the distribution on campus of advertising materials, e-mails, postings on the college's website or weekly calendar, and telephone solicitation.
4. Noncompliance will lead to disciplinary actions up to termination of employment.

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