MGH INSTITUTE OF HEALTH PROFESSIONS

No Solicitation and No Distribution Policy

The MGH Institute of Health Professions abides by the MGH and PHS No Solicitation and No Distribution policies, which prohibit employees from soliciting or distributing fundraising appeals or materials to other employees or students. Specifically, employees may not solicit other employees or students, or distribute any literature or other material to other employees or students, to raise funds for charitable and other causes, or to promote or advertise a particular cause.

In order to prevent disruption and assure a productive work and academic environment, it is the Institute's policy to prohibit unauthorized solicitation of individuals and/or distribution of materials on its premises. This policy applies to all employees (faculty, staff, administrators), visitors, and guests.

Definitions

“Solicitation” refers to persuasion to secure an individual’s agreement to join or support an endeavor or an organization or to purchase products or services, including cosmetics, jewelry, cookies, candy, etc.

“Distribution” refers to the dissemination, posting of flyers, brochures, email and other written materials promoting products, services or an endeavor, organization or cause.

Employee No Solicitation Policy

In order to assure that no employee feels pressured to contribute to the charity or interest of another employee, solicitation of any kind by one employee to another is prohibited. This policy applies whether the employee is a peer, supervisor, or direct report of the other employee, and regardless of the means for doing so (oral, email, personal letter or note, flyer, etc.).

Employee No Distribution Policy

Distribution of materials as defined above by one employee to another employee is prohibited. This policy applies whether the employee is a peer, supervisor, or direct report of the other employee, and regardless of the means for doing so (oral, email, personal letter or note, flyer, etc.).

No Solicitation and No Distribution by Non-Employees

Solicitation or distribution, as defined above, by non-employees, including visitors and guests, on the Institute’s premises is prohibited.

Solicitation and Distribution by Student Organizations

The Institute may permit student organizations to engage in selected solicitations or distributions. However, the following restrictions apply:

- Permission must be requested in writing to and be approved in advance by the Dean of Student Affairs (or the Dean’s designee).
- Solicitations or distributions must be consistent with the purpose and goals of the student organization and/or with the mission of the Institute.
• Literature must be appropriately marked as authorized by the Office of Student Affairs before being posted or distributed.
• Direct solicitation by email to faculty, staff, administrators, or students is not permitted; however, solicitations or distributions approved by the Dean of Student Affairs may be announced through IHP Announcements on the Institute's email system.
• Solicitation or distribution is prohibited in classrooms, labs, clinical settings and other work and learning areas.
• Direct (one-to-one) solicitation of or distribution to Institute employees (faculty, staff, administrators, or students) is prohibited.

**Institute-Sponsored Solicitations and Distributions**

This policy does not prohibit official or other Institute-supported or Institute-sponsored solicitations and distributions that are an integral part of the Institute’s necessary functions and/or assist the Institute in carrying out its responsibilities to the community, including the annual fund, other fundraising appeals, and special holiday-related or other charitable causes.

Permission to solicit charitable contributions for special holiday-related or other charitable causes, whether monetary or other goods, must be requested in writing and be approved in advance by the Office of the President (or the President's designee), with the exception of student requests (see above section on Student Organizations).

*Approved by Administrative Council 9/7/11*