



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844
E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources>

Applies to:	Marshall University Research Corporation (MURC)
Title:	Solicitation
Number:	58
Effective Date:	10/01/06
Last Revision Date:	

In an effort to assure a productive and harmonious work environment, persons not employed by Marshall University Research Corporation (MURC) may not solicit or distribute literature in the workplace or sell or attempt to sell any products or services at any time for any purpose not directly work-related. MURC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Further, MURC employees may not sell or attempt to sell products or services related to outside business interests they may be associated with at any time when the soliciting employee or the solicited employee is on work time. (Working time does not include lunch periods or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for information such as the following: affirmative action statement; employee announcements; internal memoranda; job openings; organizational announcements; payday notice; workers' compensation insurance information; and/or state disability insurance/unemployment insurance information.

If employees have a message of interest to the workplace, they may submit it to the Executive Director, MURC, for possible approval for distribution to all employees. All approved messages will be posted by the Executive Director's office.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

MURC-HR-58
V022406