

## **WESTMONT COLLEGE POLICY ON SOLICITATIONS**

Fundraising campaigns for the development of the college and United Way are conducted periodically.

However, in soliciting support for other organizations or in seeking to purchase or sell goods and services, work relationships should not be used to influence a colleague's decision. Such solicitations by a supervisor, by phone, or face-to-face are not allowed in the workplace because they can be a distraction to effective work performance and could place unreasonable pressure on co-workers.

To alert colleagues to the needs of organizations other than Westmont or the United Way, or to post information regarding the sale or purchase of goods and services, faculty and staff may post announcements on break room bulletin boards or post entries on the Classifieds web page (accessible from the Other Resources link on the Faculty and Staff home page). Faculty and staff also may request Executive Team approval for more visible means of soliciting support for other non-profit organizations.