



Policy Title Sales Calls And Demonstrations	Effective Date 07/20/72	Policy Number IHR-088
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief of Human Resources & Talent Development	
Policy Statement No solicitor or salesperson will be permitted to make contacts within the College for the purpose of making sales to individual employees. The staff will not permit their instruction or other responsibilities to be interrupted by visitors, solicitors, or sales representatives. Exceptions may be made in those instances when regular textbook or educational equipment salespersons cannot possibly call on the instructor on important matters at any other time.		
Reason for Policy Personal business must be taken care of outside of working hours, therefore employees will not receive solicitors or salespersons to discuss matters of personal business during their working hours.		
Cross References and Legal Review Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint Reviewed/Revised: 11/12/15; 08/30/17		
Definitions		