

ALVIN COMMUNITY COLLEGE

ORP/TDA SOLICITATION RULES AND REGULATIONS

Each ORP/TDA company must abide by the following rules and regulations limiting solicitation on campus designed to prevent interference with an employee's assigned duties and responsibilities.

- 1 Each company must provide the Director of Human Resources with names, addresses, and qualifications of no more than three (3) licensed agents who will solicit and service their ORP/TDA programs. The right to disapprove individual agents is reserved.
- 2 Eligible employees may not be called at home or in their office without prior appointment. Campus bulk mailing is prohibited.
- 3 Providing of gifts and monetary rewards directly or indirectly by representatives of authorized companies for information on newly hired employees shall be prohibited.
- 4 Representatives from authorized companies shall be permitted to make sales presentations to eligible employees on the premises of ACC, but only at the employee's or administration's request, as guests of the employee and administration. Agents/Representatives on campus without the invitation of an employee or administration should be reported to the Human Resources Office. A log is kept in the Human Resources Office with the Agent's name, license number and reason for the visit. If an Agent is on campus and has not entered his/her name and reason for visit in the log, the Agent is in violation of this solicitation policy.

It is the responsibility of all Alvin Community College employees to report any Agent/Representative who is in violation of these ORP/TDA Solicitation Rules and Regulations to the Human Resources Office.

- 5 No group meetings with college employees are to be arranged or announced without prior approval of the Human Resources Office. In the event such meetings are approved, other companies will be given the opportunity to be represented at the meetings.
- 6 Representatives are not to give out incorrect or misleading information, i.e., inferring that an employee must change carriers; false interest rates, surrender charges, etc., of competitive companies, etc.
- 7 ACC shall reserve the right to restrict solicitation privileges of representatives from authorized companies based on violations of the solicitation rules and regulations established herein.