



POLICY NAME:	INSTRUCTOR NON-SOLICITATION FOR LEARNING EVENTS POLICY	POLICY NO.	1.7A
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DOCUMENT HISTORY:	EFFECTIVE DATE:	DATE OF LAST REVISION:
	6/1/2021	N/A
	DOCUMENT OWNER/ENFORCER:	LAST REVISED BY:
	Dr. Deborah Bergeron, Deputy Director of Community Engagement & Innovation	N/A
	APPROVED BY:	DATE OF APPROVAL
	Robin Essandoh, Chief Financial Officer	6/1/2021

PURPOSE:
This section outlines the purpose of the policy.

The purpose of this policy is to protect both the contractor/instructor/course designer and NHSA's interests. NHSA does not allow its Academy instructors to sell their products or services to learners while working for NHSA.

SCOPE:
This section outlines the scope of the policy, including the areas, departments, or sectors to which it applies

This policy applies to Contractors (including instructors and course designers), who work to support instruction by implementing curriculum in online meetings, providing content support and course design support.

INSTRUCTOR NON-SOLICITATION FOR LEARNING EVENTS POLICY

The Academy at NHSA does not permit instructors to sell additional products, instruments, devices or materials during any learning event. All fees associated with learning event materials are to be included in the up-front purchase of the event.

All are required to divulge their interests in any products, instruments, devices or materials that may be included in the training.

NHSA's intellectual property policy and explicit language in all contracts that protects NHSA and contractors' interests and the interests of our learners, ensuring instructors/contractors do not sell products and services during the instructional process.

TERMS AND DEFINITIONS:

TERM	DEFINITION

NONCOMPLIANCE STATEMENT:

Any violations of this policy must be reported promptly to the administrator responsible for policy oversight. The administrator will investigate all reported breaches. Consequences for non-compliance will be determined by senior management and may include disciplinary action depending on the severity and frequency of the violation.

RELATED POLICIES AND OTHER REFERENCES:

This section provides links to related policies and other references.

REVISION HISTORY:

This section records changes made to the document, including the date, summary of changes, and names of approvers

VERSION	APPROVER Name/Position	REVISION DATE	SUMMARY OF CHANGES