



1. Policy on the Display of Posters / Notices & Distribution of Flyers and Handbills

This policy applies to the display of posters/notices and distribution of flyers and handbills at the University.

“Poster/notices/flyers/hand bills” means any printed material, which is displayed or distributed to announce activities or events convey information about clubs, societies, associations or other organizations or serve a similar purpose.

- 1.** The purpose of this policy is to regulate the display of posters and distribution of flyers according to the following criteria:
 - a.** That individuals, groups and organizations be able to publicize activities and events at the University;
 - b.** That the location and method of displaying posters/notices within the University be regulated based on considerations of access, safety and appropriateness of information displayed, to limited display space;
 - c.** That while the University is committed to promoting freedom of expression, it has a concurrent responsibility to ensure that all of its members can reasonably expect to pursue their work and studies in a safe and civil environment.
- 2.** Anyone wishing to display posters/notices or distribution of flyers/handbills on University premises shall have them authorized by the Head of General Administration Services. The Authorizing Office shall stamp every authorized poster/flyers/notice/handbill with an expiry date.
- 3.** Posters/flyers/handbills bearing any notice, symbol or sign deemed to be discriminatory political, religious, sectarian activity or deemed to be against the University's interests will not be approved.
- 4.** Only posters/flyers/notices/handbills which announce activities to be held at the University or of special interest to the University community, and which are sponsored by a recognized organization within the University, shall be posted/distributed.
- 5.** To ensure broad access to available display space, the number of copies of a single poster that may be posted at the University may be limited.
- 6.** To meet the requirements of applicable by-laws regarding fire hazards, posters shall be displayed only on designated notice boards/ locations.
- 7.** The Head of General Administration Services shall authorize the hanging of banners on the Building.



8. The General Administration Services Department shall remove unauthorized posters, posters improperly located and posters whose expiry date has passed. No other person(s) are authorized to remove posters or handbills.
9. Strict disciplinary action shall be taken against the violators of this policy.