Purpose:
The following rules have been established to prevent interference with the hospital’s patient care responsibilities and to protect employees from undue interference in their work or use of the facility.

Definition:

- **Distribution** refers to passing out or posting of literature, membership cards to organizations, printed and/or electronically produced materials or items of any type.

- **Solicitation** refers to approaching, inviting, encouraging and/or requesting employees, patients, or visitors to purchase goods, support an initiative or cause, become members of an organization, or make contributions of time, money, merchandise, or property

Working Time is defined as the period of time scheduled for the performance of job duties, and does not include meal periods, break periods, or any other specified periods during the work day when employees are properly not engaged in performing their work tasks, or time before and after an employee’s work shift.

Policy:

It is the policy of Union Hospital to prohibit activities that adversely impact our ability to provide the highest quality of patient care to our community and the professional atmosphere of the environment. This policy is adopted to encourage confidence in Union Hospital; to maintain normal operations; protect patients, visitors, and employees from unauthorized “distributions and/or solicitations” and similar activities; maintain security; and prevent a loss of efficiency and productivity by employees.

All activities involving the use of Union Hospital property (e.g., public areas, corridors, lobby areas, grounds, etc.) must support the charitable and patient care activities of Union Hospital
without impeding normal operations (e.g., staffing and traffic flow, etc.). Authorization to distribute materials or solicit on Union Hospital property or to use Union Hospital public areas (as outlined in this policy) must be obtained in advance from the VP, Human Resources.

PROCEDURE:

**Employees**

- Employees may not solicit or distribute literature in work areas or patient care areas of the hospital property at any time including those times when an employee is on site but not working.

- Employees may not distribute materials or conduct solicitations during their working time or the working time of the employees to whom the distribution or solicitation is directed.

**Off-Duty Employees**

- Employees are expected to leave the hospital promptly after their scheduled work period ends. Other than for purposes of patient visitation, attending functions held on hospital premises, picking up paychecks or using hospital services, off-duty employees should not enter the hospital when they are not scheduled to work.

- Off-duty employees who are in the hospital for non-work related reasons are subject to the rules and regulations applicable to non-employee visitors.

- Meal periods are considered off-duty time for the purpose of this policy.

**Non-Employees**

- Persons who are not employees of the hospital are not permitted to distribute material or solicit employees, patients or any other person, for any purpose whatsoever on hospital grounds or inside any of the Affinity Health Alliance system buildings at any time.

**Patient and Visitors**

- Under NO circumstances shall either employees or non-employees expose patients and visitors to solicitation or distribution of literature or other printed material of any kind.

- Hospital sponsored support of established annual charity drives and hospital-sponsored organization, service and functions are exceptions to this policy. Employees are not under any obligation to contribute to such causes.

- No solicitation, distribution, or postings of any non-work related materials may be made at any time in any area of the hospital premises without prior authorization from the VP, Human Resources. Please note that this also includes all e-mail communication.
including the Hospital’s internal Outlook© or private ISP provider, e.g., AOL©, Gmail© or others.

**Employee Classified Ads**

Employees may only present information on items for sale rent or to give away, and available or desired services as an Employee Classified Ad only. This activity will be managed by Human Resources. The information will be posted on the bulletin board in the basement near the cafeteria.

**Patient Care Areas**

Patient care areas include patients’ rooms, operating room, patient treatment areas, as well as areas adjacent to these areas, including hallways, stairs and elevators regularly used for transporting patients.

**Space Usage**

Requests for use of the corridors or other areas of the hospital to display appropriate and permissible information must be submitted to the Human Resource Department, at least two (2) weeks prior to the desired date. Please note that designated areas are approved based on our commitment not to violate fire and/or safety codes.

**Categories of activities that are generally prohibited**

- Fundraisers for individual patients/employees or families of patients/employees.
- Political campaigns or activities.
- Unapproved concessionaires.
- Campaigns or activities for or with organizations not directly benefiting Union Hospital or patient care activities.
- Promotional sales and/or information activities in unapproved locations. Person(s) responsible for any unapproved activities will have their displays removed and/or will be escorted from the premises.
- Accepting personal gifts or money from patients, visitors, or family members as a reward for performing work related duties.
- Sale of items not related to hospital activities (i.e.- Girl Scout cookies, fundraisers for local schools or churches, Avon, Mary Kay products)

Violations of this policy by employees may result in disciplinary action up to and including termination of employment.