TRIANGLE HEALTH ALLIANCE, LLC
Elkton, Maryland

Company Policies and Procedures

Solicitation and Distribution of Literature

Developed / Edited By: Carrie Testa, PHR
Date: 07/15

Reviewed By: Terrance Lovell, VP, Human Resources
Date: 07/15

Approved By: Laurie Beyer, SVP, CFO
Date: 07/15

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Scope: All Staff

PURPOSE:

The following rules have been established to prevent interference with Triangle Health Alliance’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 Triangle Health Alliance 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 Triangle Health Alliance; 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 Triangle Health Alliance without impeding normal operations (e.g., staffing and traffic flow, etc.). Authorization
to distribute materials or solicit on Triangle Health Alliance property or to use Triangle Health Alliance 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 Triangle Health Alliance 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 Triangle Health Alliance 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 Triangle Health Alliance 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.