

Beaumont[®] | HEALTH SYSTEM

Subject Solicitation and Distribution on Hospital Property		No. 275	Page 1 of 2
Prepared By Corporate Human Resources		Prior Issue Date 06/01/14	Issue Date 07/01/15
<p><u>GENERAL</u></p> <p>It is the policy of Beaumont Health System to prohibit solicitation of any kind (including solicitation for subscriptions or memberships) in any area of the Hospital which is deemed to be patient care. Such solicitation is forbidden at all times.</p> <p><u>PATIENT CARE AREAS</u></p> <p>Patient care areas include patient's rooms, operating rooms, and places where patients receive treatments (e.g., treatment, therapy, diagnostic areas, etc.). Hallways and lounges on patient floors are also designated as patient care areas.</p> <p><u>NON-PATIENT CARE AREAS</u></p> <p>No solicitation of any kind will be permitted by any employee during work time or so as to interfere with the work of other employees.</p> <p><u>SOLICITATION OF PATIENTS/VISITORS</u></p> <p>The solicitation of patients or visitors is strictly forbidden on Hospital premises at all times.</p> <p><u>DISTRIBUTION OF MATERIALS</u></p> <p>Distribution of any kind (including circulars or other printed materials) shall not be permitted in any work area at any time. The distribution of literature in non-work areas must take place during non-work hours and must be performed on a face-to-face basis. Literature, intended for distribution, which is left unattended (e.g., on a table) is absolutely prohibited.</p> <p><u>DISCIPLINARY ACTION</u></p> <p>Solicitation shall result in disciplinary action if an employee:</p> <ul style="list-style-type: none"> ▪ Solicits in an area deemed to be patient care; ▪ Solicits during work time; ▪ Solicits and interrupts the work of other employees; ▪ Solicits visitors or patients <p>In addition, distribution will result in corrective action if an employee:</p> <ul style="list-style-type: none"> ▪ Distributes materials/literature in work areas; ▪ Distributes materials/literature during work time; ▪ Distributes materials/literature by leaving it on a table or otherwise unattended. 			

HUMAN RESOURCES, CORPORATE

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.

Beaumont® | HEALTH SYSTEM

Subject Solicitation and Distribution on Hospital Property		No. 275	Page 2 of 2
Prepared By Corporate Human Resources		Prior Issue Date 06/01/14	Issue Date 07/01/15
<p><u>EXCEPTIONS</u></p> <p>The Hospital will continue to permit solicitation for the Beaumont Foundation, other Hospital supported activities, and fundraising events for organizations that are medically related upon approval by the Beaumont Foundation or Human Resources.</p> <p><u>SECURITY DEPARTMENT</u></p> <p>Solicitation by unauthorized individuals/organizations is prohibited on Hospital property. The Security department will be responsible for the enforcement of this aspect of the policy.</p> <p><u>SAFETY DEPARTMENT</u></p> <p>The Safety Department must be notified in advance of the fundraising activity/event in order to determine if the physical set-up arrangements of the activity are in accordance with Hospital safety and fire regulations.</p> <p><u>INQUIRIES</u></p> <p>As all fund raising efforts shall be coordinated by the Beaumont Foundation. Any questions pertaining to such activity should be directed to the Beaumont Foundation or Human Resources.</p> <p><u>DETAILED PROCEDURES</u></p> <p>None.</p>			

HUMAN RESOURCES, CORPORATE

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.