



- Administrative
- Departmental

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POLICY TITLE:
 No Solicitation / No Distribution on Baptist Health Premises

SUMMARY & PURPOSE:
 To establish guidelines for solicitation and distribution (including electronic communications) to avoid disruption of Baptist Health South Florida's (Baptist Health) operations and disturbance of patients.

POLICY:
 Solicitation and distribution of literature on BHSF property shall be permitted only in accordance with this policy.

SCOPE/APPLICABILITY:
 Applies to all Baptist Health South Florida employees, volunteers, contractors, visitors and guests.

- PROCEDURES TO ENSURE COMPLIANCE:**
1. Definitions:
 - a. Working Time: Any period of the work day when the employee is engaged in performing work tasks. This includes the working time of both the employee doing the solicitation or distribution and the employee(s) to whom it is directed. Working time does not include break periods or mealtimes or off-duty periods, such as before or after shifts.
 - b. Working Areas: These areas are defined as all interior areas on Baptist Health premises except public areas within cafeterias, snack bars, employee lounges and locker rooms,

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lobbies, and gift shops. Certain exterior areas of the hospital such as loading docks are also working areas.

- c. Immediate Patient Care Areas: These are defined as patients' rooms, operating rooms, and places where patients receive treatment, such as x-ray and therapy areas.
- d. Baptist Health Premises: This includes all facilities owned, leased and/or operated by Baptist Health (i.e., Hospitals, Physicians/Medical/Administrative offices and any off-site properties).
- e. Literature: Includes written or printed materials of any kind, in any format, and on any media (including but not limited to books, pamphlets, brochures, posters, pins, product labels, stickers, signs, etc.).

2. Persons not employed by Baptist Health may not solicit or distribute literature, on Baptist Health premises for any purpose at any time.

Employees may not solicit on Baptist Health premises for any purpose during working time. Both the employee soliciting and the employee being solicited must not be on working time. Employees may not solicit in immediate patient care areas at any time. This prohibition includes electronic solicitation - employees may not use the Hospital's e-mail or other computer systems for solicitation.

3. Employee distribution of literature is restricted to non-working areas and non-working time. (Both the employee distributing literature and the employee receiving the literature must not be on working time). In addition, an employee may not distribute literature in patient care areas.
4. Solicitation or distribution must not impede access in or out of the buildings, impede physical movement within the building, or interfere with work being performed.
5. Employees may not set up tables and booths on Baptist Health premises, or attach or affix literature of any kind (e.g., stickers, signs) to Baptist Health property.
6. Employees may post personal messages on designated employee bulletin boards upon receiving authorization from Human Resources. Posting of commercial messages or messages on behalf of groups or associations is prohibited.

Note: This policy is not intended to prohibit authorized employee or non-employee participation in Baptist Health initiated or sponsored activities which support Baptist Health or its programs, are for the comfort and convenience of employees and guests, and/or support Baptist Health's community healthcare mission (including but not limited to activities conducted by or sponsored by Baptist Health to educate the community it serves as to health matters or the availability of services, blood drives, medical or pharmaceutical products, or fund raising to benefit Baptist Health or its community healthcare function), or activities which further its operations or its employee relations functions or programs (e.g., communications concerning the organization's business-related matters; or policies, procedures, benefits, or programs established by the organization or offered by the organization to its employees). Authorization to conduct or engage in such activities must be obtained from Human Resources prior to the commencement of the activity.

SUPPORTING/REFERENCE DOCUMENTATION:

- N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- N/A

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ENFORCEMENT & SANCTIONS:

Violation of this policy may lead to disciplinary action, up to and including termination of employment.